

# CALIFORNIA WESTERN

## SCHOOL OF LAW | San Diego

### **CAREER DEVELOPMENT GUIDE** **For Second and Third Year Students**

**2009 – 2010**

Office of Career Services Hours:

Monday:	8:30 a.m. – 5:00 p.m.
Tues., Wed. and Thurs.:	8:30 a.m. – 7:00 p.m.
Friday:	8:30 a.m. – 5:00 p.m.

Please drop in whenever you like.

350 Cedar Street, 2<sup>nd</sup> Floor

OR

**CALL FOR AN APPOINTMENT**

619-525-7087

[career\\_services@cwsd.edu](mailto:career_services@cwsd.edu)

[www.cwsd.edu/career/c\\_main.html](http://www.cwsd.edu/career/c_main.html)

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## **I. INTRODUCTION**

As an upper division student, the steps you take **now** will determine not only the quality and timing of your first job after graduation, but could also set the stage for your professional success and happiness in the years to come. It is absolutely essential that you obtain substantial law clerking experience during law school and during trimesters off so that you have the experience all employers require you to have upon graduation. Law clerking experience also allows you to learn more about exactly what you do and do not want to do in the practice of law before you must go out and actually begin your practice.

If you are a third year student, the importance of securing a clerkship before graduation is even more important; as many graduates continue with their clerkship employers after graduation. If you already have several clerkships under your belt, it is still wise to assess whether another clerkship before you graduate might position better than any you have held to date, and whether you are well situated for the post graduate job search.

You should not wait to start the next step in your job search. To best assist you, this Career Guide will walk you through the steps necessary to position you both personally and professionally to maximize your law school experience from a career development perspective. It will help set you on your path to a successful and rewarding legal career.

## **II. WHAT IS THE CURRENT STATE OF THE LEGAL ECONOMY?**

It is known that the nation and the world are experiencing the most severe economic downturn in more than a generation. Not surprisingly, there is consequent downturn in the legal economy. However, the downturn in the legal economy does NOT span all sectors of the legal economy. Some sectors of the legal economy are substantially stronger than others, and some sectors of the legal economy are downright booming.

### **A. EXAMPLES OF SECTORS *HARD HIT* BY THE ECONOMIC DOWNTURN:**

As of the writing of this Guide in May, 2009, the following sectors of the legal economy are examples of sectors that have experienced some of the more challenging times:

- 1. Large law firms.** These firms have experienced the lions' share of the layoffs of attorneys and staff reported in the legal sector.
- 2. Real estate based law practices.** Because these are tied to the challenged real estate industry, the former boom in real estate development and financing has changed to a boom in real estate foreclosure and contract breach and fraud litigation.
- 3. Large litigation matters.** Because all businesses are tightening their belts, they are not as willing as they have been in the past to finance expensive litigation for a chance at a positive return. Instead, many businesses are cutting back on what can be expensive litigation with uncertain results.

4. **Big financial deals.** With credit tight in the banking industry, there is less capital to finance large economic ventures. Similarly, venture capital has taken a hit with the stock market decline, so funding for new projects and the resulting law work has slowed.
5. **State and local government.** With real estate and income tax revenues declining and credit tight, many state and local governments are being forced to cut back services and tighten their belts. The result is temporary hiring freezes in some state, city and county agencies.
6. **Urban practices on the coasts.** Because so much financial work is centered in larger urban areas, these areas are harder hit by the economic downturn than smaller cities in the heartland.

**B. EXAMPLES OF SECTORS *NOT SO HARD HIT* BY THE ECONOMIC DOWNTURN:**

By contrast, as of the writing of this Guide in May, 2009, the following sectors of the legal economy are examples of sectors that are experiencing some upticks in legal work:

1. **Smaller and mid-sized law firms.** Because businesses are tightening their belts and smaller and mid-sized firms generally have lesser overhead and can therefore charge less than larger firms, many businesses are taking some of the work that was formerly done in larger firms and spreading it around to smaller firms. Some large firm partners have left their large firms to take their “books of business” to smaller firms where their “books of business” can enjoy lower rates.
2. **Employment law.** With businesses considering all kinds of alternatives to address their need to reduce overhead, many are consulting lawyers about structuring early retirement offerings, liability associated with layoffs, wage and hour requirements, and associated workplace issues involving the downturn. Similarly, employees are consulting with lawyers about their rights in employment reductions and terminations.
3. **Bankruptcy and related financial matters.** With many people experiencing new and negative consequences in their personal finances, bankruptcy is being considered by many. Similarly, when people lose money in the stock market, they sometimes look to brokers for compensation. So, there is an uptick in securities related litigation inquiries.
4. **Obama administration related work.** Businesses and individuals are seeking guidance on how to obtain Obama administration stimulus package moneys related telecommunications, health care and the environment. Additionally, with the new administration, we are seeing a multitude of new policies and associated regulation for which legal counsel is often sought.
5. **Federal government work generally.** The federal government expects a large number of vacancies to arise during the next several years as the

federal government work force ages and comes to retirement. This presents a potential for expanded opportunity over the next few years.

6. **Plaintiffs work and insurance defense.** With economic conditions tight, some people are more inclined to seek monetary redress through the courts for circumstances they may previously been inclined to overlook. As well, investment abuse, employment terminations, and similar recession related matters are creating law work on both the plaintiff and defense sides.
7. **Personal needs.** Despite the economy, individuals always require legal services whether for estate planning, business planning, family matters, individual litigation matters or otherwise. Law practices providing services to individuals (as opposed to businesses) are generally seeing steady work though sometimes with delayed or reduced payment.
8. **Smaller cities.** As these areas are less dependent on the larger financial markets that have experienced so much turmoil lately, the legal industry in smaller cities remains more stable than larger urban markets.

**C. SO, WHERE DOES OPPORTUNITY EXIST FOR UPPER DIVISION STUDENTS?**

Throughout the legal community. However, as a result of the economic downturn, you will have to be more thorough in your efforts, more polished in your appearance and written materials, more flexible in your scheduling and targets, and more persistent in your search.

The fact of the matter is that the economy presents opportunity for upper division students in two important respects. If you are seeking temporary and/or part time law clerking work, and not a full time job just yet, you have much to offer law firms facing the economic conditions of today. You can offer temporary and/or part time assistance with large and immediate projects without the overhead associated with full time hires. If you are a graduating student seeking post graduate work, and you position yourself as a flexible, ready and resourceful new attorney whose efforts are creative and accommodating of the changing needs of a potential employer, you will enable them to capitalize on the opportunities for growth presented by this changing legal market.

**D. THE THREE MOST IMPORTANT THINGS YOU CAN DO TO BE SUCCESSFUL IN THIS ECONOMY ARE:**

1. Polish your presentation
2. Create and leverage a network
3. Diligently pursue your personal Job Search Action Plan developed in conjunction with a Career Advisor. See below.

**The Career Services Office will help you do ALL THREE!**

### **III. WHAT SHOULD YOU DO TO GET A GREAT JOB IN TODAY'S MARKET?**

#### **A. START NOW**

Most second year law students prefer to think of their job search as one for a summer job. While that is a legitimate pursuit we absolutely encourage at this time, all second year law students need to simultaneously consider fall and spring clerkships as well. Also, all professional job searches, including one for a law clerkship, take 3-6 months to implement and “close”. So, you need to start now.

Similarly, most third year students prefer to think of their job search as one for a post graduate job. While that too is a legitimate pursuit we absolutely encourage at this time, all third year students need to simultaneously consider immediate clerkship possibilities as well in recognition of the fact that many students stay with their clerkship employers after graduation.

No matter what your situation, your career will be greatly served if, in addition to pursuing a future position, you simultaneously pursue and keep yourself open to an immediate part-time law clerkship, whether you are in school or off for the trimester. Most law students hold down part-time law clerking jobs during the trimester, whether they are in school or not. This provides you with the experience you need to compete later for post graduate positions.

The fact of the matter is that you just can't count on getting that one great summer or post graduate job that you hope for. You may get that position, but you also need to hedge your bets, and like ALL job searchers, apply for many positions (including some that might not be your first picks) because you just don't know which one(s) will be successful. In today's economy, you must be adaptable and flexible enough to apply for and accept any good jobs offered to you, even though they may not be your ideal position.

You also must also understand that much law clerk and entry level lawyer hiring is conducted substantially in advance of the actual start dates. So, you will need to begin applying this summer of 2009 for some jobs that might not begin until next summer or even after the July 2010 bar exam. You will need to continue applying in the fall of 2009 for jobs that won't start until spring or summer 2010. If you don't apply when the particular recruitment is taking place, much of which is substantially in advance of a start date, you will miss the opportunity for that job.

#### **B. MEET WITH A CAREER ADVISOR TO ESTABLISH YOUR JOB SEARCH ACTION PLAN.**

With this tool, a Job Search Action Plan, you will identify all of the necessary information you need to begin a dually focused job search that is responsive to this economy; it targets segments of the legal market of particular interest to you, but also keeps you open to valuable opportunities outside those segments. You will identify targeted areas of practice and geography as well as specific steps to take leading you to your next job. This is a comprehensive plan that requires your effort to build in conjunction a Career Advisor, but which will position you best in today's

market to take the most productive next steps. Call the Career Services Office at 619-525-7087 to set a time to begin work on your Job Search Action Plan.

**C. TAKE A FEW MINUTES EVERY DAY TO CHECK THE CAREER SERVICES ONLINE JOB DATABASE FOR A CURRENT LISTING OF LAW CLERKSHIP AND POST GRADUATE OPENINGS.**

Private, government (including local judges) and non-profit employers regularly post new listings for employment throughout the year. The early bird usually catches the worm when it comes to these jobs, so apply immediately. You will also see job listings for the Fall and Spring Job Application Submission Programs on this site as well. See pages 8 and 15 – 24 below for more on these Programs.

1. If you are not already registered for access to the Career Services Online Job Database, simply go to [www.cwsl.edu](http://www.cwsl.edu), click on “Career Services”, then click on “Jobs” and it will walk you through the registration process.
2. **ALL STUDENTS, IMPORTANT NOTE:** *If you are already registered, you must upload a current copy of your resume and update your Student Profile online and sign and deliver to the Career Services Office the [Job Application Submission Program & Interview Cancellation Policy Agreement, Consent & Release](#) AND [Summer Survey](#) no later than July 1, 2009 in order to access the Online Job Database. You will not be able to access the Online Job Database after July 1 unless you first update your Student Profile, upload your resume and sign and deliver these documents. The documents are available at the back of this guide at 31 – 34 and on the [Career Services Online Job Database](#).*

**D. CHECK OTHER WEBSITES FOR LISTINGS**

Check [www.pslawnet.org](http://www.pslawnet.org) for public interest positions and [www.internships-usa.com](http://www.internships-usa.com) for private sector, government and public interest paid and unpaid positions (**user name: legal; password: exper**). Please note that the user name and password will change in August, so please check with the Career Services Office at that time for the new access information. Please also check the “Related Web Links” section of the Career Services website for additional links to other job sites that relate to your specific areas of interest.

**E. CHECK THE FOLLOWING BOOKS IN CAREER SERVICES FOR IDEAS AND LISTINGS OF SUMMER, FALL AND SPRING CLERKSHIPS (Third Year students: these “internship” books provide excellent leads for permanent positions and are extremely useful resources for identifying potential post graduate employers):**

1. *Internships in International Affairs*
2. *For the Prosecution: Internships with America’s Prosecutors*
3. *Washington Internships in Law and Policy*
4. *Internships with America’s Top Companies*
5. *Government Honors & Internship Handbook*
6. *FedLaw: Legal Internships with Federal Agencies*

7. *The Congressional Internship Handbook*
8. *The Human Rights internship Book*
9. *Green Law, Legal Internships with Public Interest Environmental Organizations*
10. *The Big Green Internship Book: Internships and Summer Jobs for the Environment*
11. *The City and County Attorney Internship Book*
12. *The Music and Entertainment Industry Internship Guide*
13. *The Sports Internship Book*
14. *Serving the Public: A Job Search Guide*
15. *The Women's Rights Internship Book*
16. *Guide to Internships and Fellowships in Reproductive Rights*
17. *Legal Services Internships*

**F. CONSIDER APPLYING FOR A JUDICIAL EXTERNSHIP AS A STUDENT AND/OR FOR A POST GRADUATE JUDICIAL CLERKSHIP**

1. **What is a Judicial Externship (Internship)?** Judicial externships (sometimes referred to as internships) are either full or part-time volunteer positions *for law students in law school*, sometimes for academic credit if you are in your 5<sup>th</sup> or 6<sup>th</sup> semester, with state, federal (including bankruptcy), and administrative trial and appellate judges. The position of judicial extern/intern provides law students with an opportunity to gain first-hand exposure to the judicial system and the inner workings of a court and the judicial decision-making process. Because the relationship between judge and extern/intern is individual, the nature of the work varies widely from judge to judge; however, generally judicial externs assist judges and their judicial law clerks by observing proceedings, doing legal research and drafting memoranda and opinions.
  - a. **Why should you consider a Judicial Externship?** Judicial externships are great career enhancers because they offer insight into the judicial process. Public and private sector employers place great value on such experience. These experiences can also be a great stepping stone to a post-graduate judicial clerkship which are widely known to be OUTSTANDING entry level positions for graduates right out of law school.
  - b. **When should you apply for a Judicial Externship?** There are a couple of ways to apply for a Judicial Externship. First, meet with a Career Advisor in Career Services to map out and begin to execute a complete judicial externship search. Second, check the Career Services Online Job Database regularly as local judges occasionally post listings for judicial externships. Also, be sure to consider cities outside the San Diego area as there are many opportunities for judicial externships available in other locations and, as mentioned above, because judicial externships provide some of the best training opportunities possible, obtaining one almost ANYWHERE will be of benefit to your future job searches and career development.

2. **What is a Judicial Clerkship?** A judicial clerkship is a prestigious and valuable *post-graduate position* with a state or federal court for which you must apply for during law school. These are some of the most coveted positions for entry-level lawyers right out of law school. Fundamentally, clerkships are legal research and writing positions, but they also generate a variety of other marketable skills. Judicial law clerks serve as a judge's right hand assistant, researching issues for cases on the court's docket, evaluating strengths of claims, assisting with the disposition of cases, meeting with lawyers handling the cases, preparing bench memoranda, writing draft opinions and court orders, and editing and proofreading the judges' orders and opinions.

Judicial clerkships are typically one or two year *post-graduate* positions with state and federal courts and administrative law judges. These are very competitive positions often requiring excellent academic qualifications. However, they are tremendous career enhancers and judicial law clerks have an edge in competing for jobs following their clerkships with both private and public sector employers.

a. **One or Two Year "Term" Judicial Clerkships:**

**Most state and federal clerkships are for one year; some are for two years.** These positions are called "term" judicial clerks as they are for a set "term" of time.

b. **When should I apply for a Post-Graduate Judicial Clerkship?**

i. **Federal Judicial Clerkships.** Only third year students are eligible to apply for **federal** post-graduate judicial clerkship positions. To be timely, these applications should be complete by late August, 2009, so time is short to make all necessary arrangements. Applications for federal court post-graduate clerkships must be filed immediately after Labor Day of your third year and may not be filed before that time. If you are a third year student considering a post graduate judicial clerkship, please consult the Judicial Clerkship materials on the Career Services website under "Job Search Tools". If you are a second year student, all you need to know now is that if you want a federal clerkship after graduation, you should SERIOUSLY consider getting a judicial externship with a federal judge as a second year student.

ii. **State post graduate Judicial Clerkships.** **Some state courts require applications from third year students in the early fall of the third year, and others require application from second year students in the early spring, more than a year and a half prior to the start of the clerkship.** However, some state courts, such as some California Superior Courts, hire judicial clerks (usually called Legal Research Assistants) late in the third year, only several months in advance of the start of the clerkship. Do not delay in finding out the deadlines for Judicial Law Clerk positions of interest to you. State judicial clerkships generally begin in August or September of each

year. Therefore, for state clerkships, you must research the states and courts in which you are interested so as not to miss application deadlines.

#### **G. PARTICIPATE IN CWSL'S FALL AND SPRING JOB APPLICATION SUBMISSION PROGRAMS**

Jobs will be posted on the Career Services Online Job Database for particular law clerk and post graduate positions through the Fall (Rounds I and II) and Spring Job Application Submission Programs. For most positions, you will upload the requested electronic application materials (cover letter, resume, writing sample, references, transcript) to the Database for each position of interest to you and the Career Services Office will then distribute your uploaded applications to the selected employers. For other positions, you will email the employer directly or prepare hard copies of the requested application materials for each position in which you are interested and send them yourself to the employer directly. The method of submission (electronic upload or direct submit) will be specified on the job listing in the "How to Apply" section. Some interviews for these positions take place on-campus and others take place at the employers' offices.

Specific listings for these positions will be posted on the Career Services Online Job Database beginning in mid-July. Please see pages 20 – 24 for more rules and requirements for participation.

The Spring 2010 Job Application Submission Program listings will be posted beginning in February 2010. Details of the rules and requirements for participation will be available in January 2010.

#### **H. PARTICIPATE IN JOB FAIRS!**

Many students receive offers of part-time trimester and summer experience and also for permanent positions by participating in one or more of the many job fairs that occur throughout the year. Some deadlines are fast approaching. Please see the chart below for deadlines or expected deadlines. Those fairs listed below where only the month is specified as a deadline are tentative as May 2009. Please see a Career Advisor for more information.

<b>Job Fair</b>	<b>Deadline or Expected Deadline</b>
1. Northern California Intellectual Property Fair	August 2009
2. Minnesota Minority Recruitment Conference	August 14 – 15, 2009
3. Lavender Law Conference and Job Fair (GLBT recruiting)	September 10 – 12, 2009
4. Northwest Minority Job Fair	September 26, 2009
5. Equal Justice Works (public interest jobs)	October 24 – 25, 2009
6. Southern California Intellectual Property Job Fair	September, 2009
7. California Western Pro Bono Fair	February 2010
8. National (Loyola) Patent Law Interview Program	February 2010
9. Southern California Public Interest Career Day	February 2010
10. Government Careers Information Day	February or March 2010

## I. APPLY FOR POSITIONS WITH POLICY OR ADVOCACY ORGANIZATIONS

Positions with policy and advocacy organizations often involve public policy and/or public interest law practice on behalf of a targeted population or dealing with a particular set of public interest issues. There are a multitude of student and post graduate positions available with such organizations.

A review of the listings on [www.pslawnet.org](http://www.pslawnet.org), [www.equaljusticeworks.org](http://www.equaljusticeworks.org), as well as the book, "*Serving the Public: A Job Search Guide*" (in Career Services Library), is **strongly recommended**. If you are interested in public interest law or public policy work, speak with a Career Advisor for guidance. Many such positions are funded through "fellowships" which have special requirements about which a Career Advisor can inform you.

## J. GET A PRO BONO LAW CLERKSHIP

If you haven't already participated in this program, California Western's Pro Bono Program is an easy and important way to get legal experience. There are multiple placements available – some of which only require a total of 50 hours of your time. You not only get valuable experience, you also take on the important responsibility of all lawyers and law students to dedicate some of their time to pro bono legal service. Also, upon completion of the required 50 hours, you will be inducted into the Pro Bono Honors Society at the annual recognition dinner, have an official notation on your transcript, receive a certificate of completion and appreciation signed by Dean Smith, and be eligible for the State Bar of California Wiley B. Manual Award for pro bono legal services. Please contact Career Advisor Jill Blatchley at 619-525-7087 to arrange a pro bono law clerkship.

## K. APPLY FOR JOBS OUTSIDE SAN DIEGO (IN ADDITION TO JOBS IN SAN DIEGO)

1. **San Diego is an extremely competitive legal market.** San Diego is a nice place to practice law; however, it is a predominantly small firm (2-10 lawyers) market. Thus, positions arise slowly and only when need exists in a particular firm. Small firms generally do not hire far in advance of start dates, especially for post graduate positions. Additionally, there are also three local law schools producing law students and graduates, plus a large number of out-of-town law students and graduates, all of whom want to work in San Diego. As a result, it is an employers' market with many candidates vying for each position. Therefore, many successful candidates take jobs elsewhere for the summer, for a trimester or even for a year or two after they graduate, and then use the experience they gain to obtain employment with San Diego legal employers thereafter as "lateral hires." The importance of looking beyond San Diego cannot be over-emphasized, particularly in this tight economy. Students often believe they are tied to San Diego due to family, financial or other considerations; however, if you take a moment to consider that you have already invested so much time and money to get to this point in your career, geography and these other considerations should not be a limiting factor if a job outside of San Diego provides you with a strong start to your legal career.

The Career Services Office will help you identify employers to contact and some strategies to use to get jobs in other locations.

2. **“But what can I do with my apartment while I am working outside San Diego for the summer or some other trimester? And how will I find an apartment there?”** There are many resources available to help you sublet your apartment while you gain legal experience elsewhere including the resources listed below.
  - a. [Craigslist.com](http://craigslist.com) San Diego is a hot sublet market!
  - b. **California Western School of Law Housing Office** will provide assistance and resources for subletting your apartment. Contact the Housing Office at 619-525-1402.
  - c. **National Association for Law Placement (NALP) Online National Apartment Exchange.** Law students with housing available to sublet or students seeking summer housing can participate in this free online apartment listing service. Although it is called an “Exchange,” you do not actually have to “exchange” your apartment, although that is an option. You can simply sublet your apartment via this listing service. The Apartment Exchange is available from mid-January through the middle of May. Go to [www.nalp.org](http://www.nalp.org) and then follow the link to Apartment Exchange.
  - d. **Washington Intern Student Housing (WISH).** Many of our students who have worked for a summer or a semester in Washington, D.C. have successfully used WISH to locate their apartments. Contact 202-548-2720 or [www.internsdc.com](http://www.internsdc.com).

**L. IF YOU ARE NOT GRADUATING IN DECEMBER, PLAN FOR AND DO AN INTERNSHIP FOR ACADEMIC CREDIT (CLINICAL INTERNSHIP PROGRAM) DURING ONE OF YOUR LAST TWO TRIMESTERS AND AFTER YOU HAVE DONE ONE OR MORE LAW CLERKSHIPS.**

Internships for academic credit must be arranged well in advance. Depending on the type of internship you desire, you may have to take steps two or three semesters in advance! However, many can be arranged one semester in advance. You will need previous law clerking experience to secure an internship for credit, so be sure to get a pro bono clerkship, a summer and/or other trimester clerking job BEFORE you apply for your internship for credit.

You must also manage your credit load in the trimesters preceding your internship for credit so you can allocate your last trimester for an 11 credit full time internship. Part time internships are also available. Consult with the Internship Office about your options. 619-525-1438.

**M. IF YOU PLAN TO SECURE A SPRING 2010 INTERNSHIP FOR ACADEMIC CREDIT,** attend one of two mandatory internship informational sessions early in the fall. Contact the Internship Office at 619-525-1438 for additional information and requirements.

#### **IV. HOW CAN I MAXIMIZE MY CHANCES OF FINDING SOLID SUMMER, OTHER TRIMESTER OR POST-GRADUATE EXPERIENCE?**

- A. CONDUCT A CREATIVE, EXPANSIVE AND STRATEGIC JOB SEARCH. Create your own “Job Search Action Plan” with a Career Advisor in Career Services.** You must have an open mind and apply broadly to the job opportunities listed in all of our Job Application Submission Programs and job listings. Students who apply to a variety of jobs offered are more likely to secure a position.

In addition, do not just apply to the employers listed on our website. Many employers do not choose to participate in organized hiring through a law school career services office. Rather, they hire independently, without involving law schools. Therefore, many law clerk and post-graduate jobs are NEVER posted. So, meet soon with a Career Advisor to map out your Job Search Action Plan and application strategies for other San Diego employers, employers in your hometown, employers where you went to college and employers where you have family. Might you be more competitive for some of those employers? Are there employers with intriguing practices but who are located in your second or third choice geographic areas? If so, we will help you map out a plan to reach those employers also.

*Particularly in this economy, you must cast a wide net to be successful, both in our Programs and outside our Programs!*

- B. PREPARE TOP QUALITY APPLICATION MATERIALS THAT ARE COMPLETELY ERROR FREE.** Career Advisors in the Career Services Office will be happy to help you with your materials. Make an appointment or drop by the Career Services Office at any time to make sure your materials are as substantively strong as they can be. In addition, ask a friend to proofread your materials in exchange for proofreading theirs.
- C. THOROUGHLY RESEARCH THE ORGANIZATIONS TO WHICH YOU APPLY.** Employers regularly tell us that the most favorable candidates are those who meet their criteria, who have made a thorough study of the employer, and who truly know what is involved in the employer’s work and how the candidate would fit into that work. See “Researching Legal Employers” at pages 29 – 31 and consult with a Career Advisor to help expand your knowledge of a particular employer or the nature and needs of their practice.
- D. PREPARE THOROUGHLY FOR EACH INTERVIEW.** Interviewing is a skill you can develop and perfect. Continued practice will make you better and better at that skill ensuring that you nail your interviews. Your goal is to market your attributes effectively. If the employer has chosen you for an interview, that means they are already interested in you. Now it is up to you to complete the deal. It is generally the best-prepared interviewee who secures the offer of employment. So be prepared. Know the employer and the interviewer. Review the Career Services interview preparation materials under “Job Search Tools” on the Career Services website and at page 25 – 27 of this Guide. **Sign up for a Mock Interview with a practicing attorney.** These mock interviews are a great way to practice interviewing and get feedback from attorneys. You should do these every semester

(not just once) as everyone can always benefit from practice and even use this as a networking opportunity. Attend the following interview strategy seminar in order to sign up for a Mock Interview with a practicing attorney that will occur on September 14, 16, 17, 2009.

**Tuesday, September 8, 2009**

12:15 – 1:05 p.m.

*Room 2F*

**E. DRESS AND GROOM PROPERLY.** Legal employers are looking for new lawyers and law clerks to join their professional and successful offices. While these employers know they are interviewing students, they expect students to appear as lawyers. Take time to think about your hair, suit, shoes, jewelry, piercings, tattoos, make-up and perfumes. Opt for traditional and conservative business attire. Business suits are required for both men and women. Do not make a statement with your attire. Rather, make a statement with your abilities.

1. Be meticulously well-groomed; look in the mirror to make sure you are crisp and clean right before the interview. Remove piercings and cover tattoos. You will be representing this law office to the public, to clients and to the courts. Unfortunately, in most cases, piercings and tattoos will not be preferred and may cost you the job.
2. Do not wear perfumes, scented cosmetics or too much make-up.
3. If you are a smoker, take steps to eliminate the smell of smoke from your clothing, hair and interview items.
4. Ask a friend to check your breath!
5. Come see the Career Services Office to ask about any individual questions.

*If you do not already have these, **buy a traditional interview suit and a portfolio folder** to bring with you to all interviews.*

**F. BRING THE RIGHT MATERIALS TO YOUR INTERVIEW AND FOLLOW UP IMMEDIATELY AFTER.** Always bring to all interviews extra copies of your: resume, transcript, writing sample, letters/lists of references, cover letters, all other application materials and a pad and pen. Carry these in a professional portfolio folder. Remember to get a business card from each person with whom you interview, or if they do not have a business card, remember to write down their names immediately while they are fresh in your memory for purposes of writing thank you letters. Always type and mail the thank you letter(s) within 24 hours of the interview. Use the Career Services “Job Search Correspondence” information under “Job Search Tools” on the [Career Services](#) website to find more on Thank You letters. Also see page 26 of this Guide.

- G. MYSFACE, FACEBOOK, FRIENDSTER AND BLOGGING.** While you can enhance your job search even further by using online social networking sites including Facebook, LinkedIn, and Twitter to name a few, THEY MUST CONTAIN ONLY PROFESSIONAL INFORMATION AND BE DESIGNED TO ADVANCE YOUR JOB SEARCH. OTHERWISE, THEY ARE A DANGER ZONE. You should be very careful when publishing anything about yourself online, but these sites are valuable tools to further broaden your professional network. If done right, these sites will help you build a legal professional network, post your online resume, and indirectly locate potential career opportunities. They are an easy way to stay connected to alumni groups and members of associations anywhere. They are also a great way to open the door to professional contacts.

These sites offer significant benefits professionally and have become necessary online tools to further develop and enhance your networking and even build a client base. As you know, networking does not stop after you graduate and get your first job, but rather, it becomes one of the most important things you continue to develop to further enhance your professional legal career.

However, to make the most of these sites, it is not enough to remove inappropriate or unprofessional photos and comments. You should make your online page completely professional. LinkedIn is geared toward professional networking, so be sure you design a professional profile and use it to make contacts that will enhance your career. Include relevant information including accomplishments, experience and your professional strengths. Similarly, if you have a blog, brand yourself by writing material that will promote your knowledge and professionalism. Online social networking should be a tool used to complement traditional job-seeking avenues. It can increase job prospects, raise your visibility and open doors. *However, remember to be careful what you publish because it can close doors just as easily.*

1. **We strongly recommend that you use privacy protections so only friends can view your personal pages and photos. You should operate under the assumption that anything on the web written by or about you will be discovered by potential employers. Don't let objectionable, unprofessional or inappropriate personal posts prevent you from obtaining a job. And yes, it has happened; time and time again!**
2. **It is also worth remembering that public information can influence not only one's employment possibilities, but also one's Moral Character evaluation for the Bar; err on the side of caution!**

**H. EXPAND YOUR KNOWLEDGE OF JOB OPPORTUNITIES IN YOUR AREAS OF INTEREST BEYOND THOSE LISTED ON THE CAREER SERVICES ONLINE JOB DATABASE.**

1. **Meet with Alumni** who work in your areas of interest. Check the Career Services Online Job Database for alumni who have volunteered for the purpose of talking with you to help you understand more of what is involved in a particular area of practice and what you need to do to obtain a position in that area. This is a critical step to prepare you as a top candidate for positions. You can view the online Alumni Career Advisor Database by taking

the following steps: 1) click on the “Career Services” link at [www.cwsl.edu](http://www.cwsl.edu), 2) click on “Jobs” and log in to your Career Services Online Job Database account, 3) in the “Announcement” section you will find a link you can copy and paste into your browser to view the excel spreadsheet. It is currently sorted by Geographic Region, but you will have the option to sort it by City, Practice Area, etc.

**2. Join and become active in a Bar Association or Lawyers’ Sports League.** Meet lawyers in your field of interest.

There are many specialty, geographic, and interest group bar associations where lawyers and law students regularly meet to develop professional relationships. The San Diego County Bar Association is a great place to start as California Western School of Law will pay for one half of any CWSL 2L student’s membership dues. Having had their membership underwritten by CWSL in the prior two years, 3L’s must fund their full \$20 dues; and it is well worth it! Applications are available online at [www.sdcba.org](http://www.sdcba.org).

Attend the SDCBA orientation on Thursday, September 10, 2009 at 12:15 in the Moot Court Room.

This is one of the most effective ways to network your way into positions without ever applying. Whichever Bar Association you join, make sure to BECOME ACTIVE a Section and a Committee, as they are great ways to meet lawyers, find potential job leads and familiarize yourself with the San Diego legal community generally – and attend the next meeting of that Committee or Section. Introduce yourself to the Section/Committee Chair, and you will be on your way!

It is not enough simply to join a bar association. You must become ACTIVE. Consult with a Career Advisor to discuss how to make bar association membership really work for you to help you find a job.

**3. Identify target employers for your ideal law clerking or post-graduate positions and strategize with Career Advisors about how best to obtain those positions.** You should know as soon as possible what your next choice for a clerkship or post-graduate job will be so you can take the necessary and creative steps to obtain that particular job as soon as possible.

**4. Attend the annual “Exploring Options in the Law” Attorney Panel Series** held on Thursdays during the lunch hour this fall. Each panel covers a different type of practice and some of the opportunities in that practice. Practitioners discuss their practice areas and how to get started. This is a fantastic way to explore possible areas of interest and to meet practitioners to develop your network of contacts. Please see the chart below for panel dates, times and locations.

## “Exploring Options in the Law”

Panel	Date	Time	Location
Private Practice	September 24, 2009	1:30 p.m. – 2:30 p.m. (reception following)	Lecture Hall I
Government & Public Practice	October 1, 2009	1:30 p.m. – 2:30 p.m. (reception following)	Lecture Hall I
Public Interest Practice	October 8, 2009	1:30 p.m. – 2:30 p.m. (reception following)	Lecture Hall I
Variety of Legal Specialties	October 15, 2009	1:30 p.m. – 2:30 p.m. (reception following)	Lecture Hall I
Alternative Careers Related to the Law	October 22, 2009	1:30 p.m. – 2:30 p.m. (reception following)	Lecture Hall I

5. **If you are drawn to public policy and/or public interest jobs**, investigate the annual Equal Justice Works Conference and Career Fair held in Washington, D.C. on October 24 – 25, 2009. Hundreds of public interest employers will speak with you about and interview you for clerkship and post graduation job opportunities. Consult with Career Advisor Jill Blatchley about the outstanding opportunities presented at this Conference and how students have made the most of this conference.
  
6. **Review the Bar Exam requirements of the states in which you might consider practicing.** Many states have very early deadlines for applying, fingerprinting, as well as sitting for the MPRE. Make sure you know all of the deadlines and requirements for your state(s) **IN ADVANCE**, and that you take the MPRE ASAP. In California, you should also file your moral character application well BEFORE graduation. Approval of your moral character application will take at least six months and often longer. Once approved, the application stays effective for more than one year. So, do not wait for your Bar results to file your moral character application. That will delay your licensure, which will delay getting a job!
  
7. **Get a MENTOR!** Make sure to attend the Seminar in on September 22 at 12:15, to learn how to be matched with an Alumni Mentor. Afterwards, you will complete and submit an Alumni Mentor Program application and be matched with an alumni mentor who is a practicing attorney who wants to help you grow as a new professional in the legal field.

## **V. FALL 2009 JOB APPLICATION SUBMISSION PROGRAM**

### **A. WHAT IS THE FALL 2009 JOB APPLICATION SUBMISSION PROGRAM?**

This Program is only one of the many steps you must take to find law clerk or post graduate opportunities. It brings to your attention some, but not all local and national employers who traditionally interview in the fall for law clerk positions during the school year, the following summer or the following spring, as well as

several post graduate employers. Do not let the title of this Program fool you; many applications for these positions beginning in fall 2009, spring and summer 2010 require that you apply in the summer 2009 through Round I (applications must be uploaded or sent between July 27 – 5:00 p.m. on July 31) and/or Round II (applications must be uploaded or sent between August 31 – noon on September 11, 2009). Be sure to watch deadlines carefully.

## **B. WHY SHOULD YOU PARTICIPATE IN THIS PROGRAM?**

You should participate because if you do not, you take yourself out of the running before the race even begins. Law students all across the country gain legal experience during law school through similar job application submission programs. Since post graduate employers prefer to hire graduates who have **at least two (2)** strong law clerking jobs on their resumes, and this Program offers you an opportunity to apply for such jobs, you should take advantage of it.

As a third year student, you will see multiple government positions listed in Round II and fewer private practice post graduate positions since most private practice post graduate employers do not hire NOW for positions to start AFTER you have graduated and taken the bar. Instead, they hire you for attorney positions when you are ready to practice; after you are licensed. That said, we do expect a number of substantial government and a few private post graduate positions to be included in the Program this year, so be sure to check those. In addition, remember that you are the most appealing candidate for clerkships during school, as you are the most experienced of all law students.

## **C. WHAT TYPES OF POSITION ARE AVAILABLE THROUGH THE PROGRAM?**

### **1. All Types of Positions**

Positions available for second and third year students include:

- a. Paid and volunteer fall 2009, spring and summer 2010 clerkships; and Summer Associate positions beginning in summer 2010 with private law firms; positions with Pro Bono organizations; federal, state and local government agencies; judges and other for profit and not for profit companies.
- b. Post Graduate positions with a few local and out-of-town law firms, several government agencies, and some public interest employers.

### **2. The Difference between Law Clerk and Summer Associate Positions.**

A Law Clerk position is usually for a temporary period of time (maybe a trimester or for a school year), with no stated expectation of permanent hire after graduation. However, most law students find their first post-graduate positions either through organizations with which they have clerked (or interned for credit). While no expectation of hire is stated, after being hired as a law clerk, permanent employment often comes to fruition, or through contacts developed in such positions. These are extremely valuable positions. It is usually small and mid-sized law firms that hire in this manner.

By contrast, a Summer Associate position, while also for a temporary period of time (summer), *usually* carries with it an expectation of an offer of permanent post-graduate employment at the close of the summer. Such an offer of permanent employment assumes the Summer Associate had a successful summer and that there is no change in circumstances at the firm. However, these firms generally hire ONLY second year students as “Summer Associates” during the fall preceding the summer employment and generally then ONLY hire their post-graduate Associates from that pool of students who worked with them during the prior year as second year Summer Associates. Summer Associate positions are highly competitive on a national basis, and are excellent beginnings to any legal career. These Summer Associate positions are generally with large law firms and it must be noted that there is significant contraction in those firms in this economy. As a result, this year we expect even stronger competition for fewer such positions than in years past.

#### **D. TO WHICH POSITIONS SHOULD I APPLY?**

Since competition for all law jobs is intense, you must seize every possible opportunity to apply for positions. You just do not know which one will hit. So, you should apply for as many positions as possible for which you meet the stated hiring criteria in order to get experience and be seen by employers. However, you should only apply if you would genuinely consider an offer of employment from the organization given your other prospects.

Remember, the Fall Job Application Submission Program is only the “Tip of the Iceberg” when it comes to jobs. Employers participating in the Job Application Submission Program represent only a small number of potential employers. However, unlike other legal employers who hire throughout the year, many of those who participate in the Job Application Submission Program recruit AT THIS TIME ONLY. Therefore, this is the only time to apply for these positions.

#### **E. WHAT TYPE OF INTERVIEW OPPORTUNITIES ARE AVAILABLE THROUGH THE JOB APPLICATION SUBMISSION PROGRAM?**

##### **Three Categories of Employers**

There are three categories of employers who recruit during the fall, all of which will be listed on the Career Services Online Job Database beginning with Round I in mid-July and again with Round II in mid-August under the Fall 2009 Job Application Submission Program link on the Career Services Online Job Database. Follow the application directions on the actual job listing in the “How to Apply” section, at the top right corner of the posting.

- 1. Employers who interview on-campus.** For these employers, you must submit your applications through the Job Application Submission Program by uploading your application materials to the Career Services database as directed. The Career Services Office will then forward your applications to the employers. Each employer will review the applications and notify the Career Services Office as to which applicants it wishes to interview on-

campus. Career Services will then notify you if you have been selected for an interview and schedule your interview. Interviews will be held at California Western during the late summer or early fall 2009.

2. **Employers who interview off-campus, but who take your applications through the Job Application Submission Program.** For these employers, you must submit your applications through the Job Application Submission Program by uploading your application materials to the Career Services database as directed. The Career Services Office will then forward your applications to the employers. Interviews will then be scheduled by the employer and held at the employer's office during late summer or fall 2009. If an employer selects you for an interview, you will be notified directly by the employer, not by Career Services, of interview times and dates. You must respond immediately to an invitation for any interview and schedule it as soon as possible to have the best competitive edge.
3. **Employers who interview off-campus and who request that you send your application directly to them directly, not through the Career Services Office.** These are employers to whom you must submit your application materials directly for interviews at the employer's office during late summer or fall 2008. The Career Services Office does not take or send your applications to these employers. If you are selected for an interview, you will be notified directly by the employer, not by Career Services, of interview times and dates.

**Special Note about Federal Government Employers.** Federal Government employers often interview by telephone, at some regional location or in their own offices if you are able to go to the location at your own expense. You should state in your cover letter that you are available for interviewing by any or all of these methods. Due to heightened security restrictions at federal buildings, many federal government employers will accept your early application through the Job Application Submission Program, *though their stated deadline may be much later*. Most applications for these positions will be received by government employers in early September despite much later deadlines, and many federal employers hire candidates on a rolling basis. Therefore, we recommend that you apply early through the Job Application Submission Program, even if the stated deadline is much later.

## **F. HOW DOES THE FALL 2009 JOB APPLICATION SUBMISSION PROGRAM WORK?**

**There are two (2) Rounds of the Fall 2009 Job Application Submission Program.** The rules for applying for both Rounds I and II are similar, but there are also certain differences between the Rounds that you will need to know. **(See Timeline Chart on page 24 for Applicable Submission and Deadline Dates)**

1. **Round I Opportunities:** Some of the **Round I** employers will interview at California Western during the week of August 24, 2009. Other employers will interview throughout August and September in their offices.

- a. **Several National Law Firms** (mostly 2010 Summer Associate positions for 2Ls) will be accepting applications for Summer Associate positions through Round I. However, students who have been most successful in obtaining these highly competitive Summer Associate positions (the type of position that is much coveted by law students around the country), are those who not only meet a firm's stringent and demanding hiring criteria and apply through the Job Application Submission Program, but who also apply strategically to *other* firms that offer Summer Associate programs in smaller markets, branch offices and where the students have or strongly hope to have geographic connections.

Important Resource: The best reference for such firms is the National Association of Law Placement's *National Directory of Legal Employers*, available in Career Services and online at [www.nalpdirectory.com](http://www.nalpdirectory.com). These employers begin hiring 2Ls during August 2009 for 2010 Summer Associate positions. In order to be competitive, you should apply to the Round 1 national law firm employers in our Program, but ALSO send carefully prepared application materials to additional national law firm employers (those who are NOT included in the CWSL Job Application Submission Program but who ARE included in the National Directory of Legal Employers) no later than mid-August 2009. Consult with a Career Advisor to maximize your prospects.

- b. **Select Early Decision Federal, Regional and Local Organizations** (positions for Fall 2009, Spring and Summer 2010; and a few post graduate positions)
- c. **Select Early Decision Public Policy and Public Interest Positions** (positions for Fall 2009, Spring and Summer 2010; and a few post graduate positions)

2. **Round II Opportunities:** Some of the Round II employers will interview at California Western during the last week of September through the second week of October. Other employers will interview throughout September and October in their offices.

- a. **Select Local and Regional Employers** (Summer 2010, 2L Fall 2009 and Spring 2010 Law Clerk Positions; and a few post graduate positions)
- b. **Federal, State and Local Government Employers** (Summer 2010, Fall 2009 and Spring 2010 Positions; and multiple post graduate positions.)
- c. **Pro Bono, Public Policy and Public Interest Positions** (Summer 2010, Fall 2009 and Spring 2010 Law Clerk Positions; and several post graduate positions)
- d. **National Policy Organizations** (2L Summer 2010 Positions)

e. **Local and Regional Judicial Externships** (Fall 2009 and Spring and Summer 2010 Positions)

G. **ARE THE EMPLOYERS ACCEPTING RESUMES THROUGH THE FALL 2009 JOB APPLICATION SUBMISSION PROGRAM THE ONLY EMPLOYERS HIRING IN THE EARLY FALL?**

**No!**

There are *many* employers from around the country and in San Diego who recruit and hire during the fall for fall, spring and summer, and post-graduate positions. Not all of them list their positions at CWSL. These other employers prefer that students contact them directly. Be sure to have your Job Search Action Plan developed and implemented so you are sure you are accessing all job opportunities at the right time for you. If you haven't done so, make an appointment with a Career Advisor to create your individual "Job Search Action Plan" by calling 619-525-7087.

Also, calendar and attend the Career Services seminar on "The Next Step: Create Your Elevator Pitch and Business Trip Plan to Make Informational Interviews Lead to Job Offers" on Tuesday, October 6, 2009, to effectively target other employers of interest to you.

H. **RULES FOR PARTICIPATION IN THE FALL 2009 JOB APPLICATION SUBMISSION PROGRAM**

1. **What must I do in order to participate in Rounds I and/or II of the Fall 2009 Job Application Submission Program and what steps must I take to participate?**

a. ***You must upload a current copy of your resume and update your Student Profile online and sign and deliver to the Career Services Office the Job Application Submission Program & Interview Cancellation Policy Agreement, Consent & Release AND Summer 2009 Survey no later than July 1, 2009 in order to access the Career Services Online Job Database and participate in the Fall 2009 Job Application Submission Program.***

Copies of these forms are online and at the back of this Guide on pages 35 – 37. **You must sign and submit both forms before July 1 in order not to be blocked out of the Online Job Database after July 1.** You may deliver originals to the career services office, mail them to the career services office, fax them to the career services office, or sign, scan and email them to [career\\_services@cwsl.edu](mailto:career_services@cwsl.edu).

Updating your Student Profile will help your Career Advisors alert you to jobs of interest to you. Career Services will approve your resume for organization and form; you are responsible for proper spelling, grammar and ensuring that your resume accurately reflects your accomplishments.

You will receive an e-mail from a Career Advisor within a couple of weeks of July 1, 2009 accepting your resume.

- b. OBTAIN YOUR TRANSCRIPT IMMEDIATELY from the Registrar's Office and update your resume accordingly (for Round I applications) and then again after the release of Summer 2009 grades (for Round II interviews).** The Registrar's Office requires a few days notice to prepare your transcripts, so do not delay. You should order a STUDENT COPY rather than an Official Copy of your transcript (unless the job opportunity requires an official copy). Get one copy of your transcript with your class rank and one copy without your class rank. Choose which to submit depending on your own situation and the employer's requirements.
- c. Listings will be available on the Career Services Online Job Database in mid-July for Round I and in mid-August for Round II (see Timeline Chart).** Go to the Career Services section of the CWSL website, click on "Jobs", login and then "search all" under "Round I – Fall 2009 Job Application Submission Program" and "Round II – Fall 2009 Job Application Submission Program." Read each listing, research each employer, evaluate each opportunity and prepare cover letters, resumes and other specified application materials for each employer whose criteria you meet. Follow the application directions on the actual job listing in the "How to Apply" section, which is in the top right corner of the posting. **NOTE: Specified additions and changes to these job listings may occur as interviews approach, so continue to check the Career Services Online Job Database each day for updated listings.** Competition is stiff so **APPLY BROADLY.** However, do not apply for positions merely for interview experience.
- d. Your application should contain the following materials to be complete:**

  - i. Follow the application directions on the actual job listing in the "How to Apply" section, in the top right corner of the posting on the Career Services Online Job Database. That section is where you will find how to submit your application materials.**

    - (a)** Cover letter (see materials on Career Services website under "Job Search Tools" and Cover Letter Writing Tips at page 27 of this Guide)
    - (b)** Resume (see materials on Career Services website under "Job Search Tools" and Resume Writing Tips at page 25 of this Guide)
    - (c)** Transcript. Copy both sides (on copy paper)  
Note: Even if an employer does not initially request a copy of your transcript, you might be asked for a copy at a later date, and you must not delay in producing it. Always copy both sides of your transcript so the grading scale explanation on the back is

available to the employer. Career Services can you help you with your copies.

- (d) List of References (on resume paper; same heading as your resume; see materials on Career Services website under “Job Search Tools”)
- (e) Writing Sample (on copy paper; same heading as your resume) with Cover Sheet (on resume paper) [see materials on Career Services website under “Job Search Tools”]

Choose and **revise** a sample of your legal writing approximately 5-8 pages in length. If it is longer, be sure the whole product is excellent and also that the employer has not given specific instructions regarding the length. If there is a page limit and your document is longer, or if one section of your writing sample is stronger than another section, consider excerpt only a piece with the most legal analysis and explain that this is an excerpt on your writing sample cover sheet. See below.

Create a cover sheet for your writing sample on resume paper that contains the same heading as your resume, with the words “WRITING SAMPLE” centered on the page. You should also include a brief introduction to the derivation of the writing sample; e.g., “This memorandum was written during my clerkship with Smith & Jones.” Staple the cover sheet to your writing sample. Writing samples that you prepared during a clerkship are great (as long as they are redacted if not publicly filed and you have obtained permission from your employer), as are corrected and improved Legal Skills assignments (memoranda and/or your appellate brief).

*SAMPLES OF RESUMES, COVER LETTERS, REFERENCE LISTS, AND WRITING SAMPLE COVER SHEETS ARE AVAILABLE ON THE CAREER SERVICES WEBSITE UNDER “JOB SEARCH TOOLS”. THEY CAN ALSO BE FOUND IN HARDY COPY IN THE GUIDE TO CAREER DEVELOPMENT YOU RECEIVED DURING YOUR FIRST YEAR, AND AS HANDOUTS IN THE CAREER SERVICES OFFICE.*

**ii. Upload or mail your application materials AS DIRECTED IN THE LISTING** for Round I employers between July 27 and 5:00 p.m. on July 31, 2009 and for Round II employers between August 31 and noon on September 11, 2009.

**iii. Selection for an On-Campus Interview.**

Employers interviewing on-campus will review your application materials submitted through the Job Application Submission Program. They will notify the Career Services Office once they determine which

applicants to interview. Employers interviewing off-campus will not notify Career Services, but instead will notify YOU DIRECTLY.

**(a) How you are notified of an on-campus interview selection and time?** The Career Services Office will email (at the student's CWSL email account) or call students who have been selected for an interview with a particular employer. You will then select your interview time from the times available. **Remember that a scheduled interview is not a valid excuse to miss a class.** So, read your CWSL email account regularly and respond immediately upon notice that you have been selected to ensure you can choose an interview time that does not interfere with your academic requirements. You may not cancel or fail to attend a scheduled interview.

**(b) Please review the interview cancellation policy at page 34.**

**(c) Accept any interview invitations immediately.**

Always make the scheduling of any interview easy for the employer. Interview when they ask you to interview rather than presenting them with complications surrounding your scheduling needs. Be an accessible candidate.

**2. Which students are eligible to participate in the Fall 2009 Job Application Submission Program?**

a. Students enrolled and in good standing at California Western who will have completed their entire first year coursework by September 1, 2009.

b. August 2009 California Western graduates.

**3. What if I am a part-time student?** If you have completed the entire first year curriculum by September 1, 2009, and you are a part-time student, you are eligible to participate in the Fall 2009 Job Application Submission Program. If you have not completed the first year curriculum by that time, you are not eligible, but you are not at a disadvantage because you are still considered a first year student. Employers participating in this program are not considering first year students at this time. Other opportunities will become available to you next semester.

**4. What if I entered school in January 2009?** If you are a full time student who entered CWSL in January 2009, you will be considered a second year student as soon as you complete your summer finals. Therefore, you are eligible to participate in both Rounds of the Job Application Submission Program this summer. If you include on your resume your first semester G.P.A. or approximate class rank percentile as issued by the Office of the Associate Dean for Academic Affairs (see May 29, 2009 Memorandum from Assoc. Dean Aceves posted on the Official Bulletin Board), do so as follows: "x/95: first semester G.P.A." or "Top x-y% of class based on first semester grades."

**ROUND I AND ROUND II FALL 2009 JOB APPLICATION SUBMISSION  
PROGRAM TIMELINE CHART: DATES TO REMEMBER**

<b>PROGRAM REQUIREMENTS</b>	<b>ROUND I</b>	<b>ROUND II</b>
<p><b>Update</b> your online Profile and <b>Upload</b> your Resume to Career Services Online Job Database  <b>Deliver</b> to Career Services hard copies of the "Agreement, Consent &amp; Release" and your "Summer Survey"</p>	<p align="center">Before July 1, 2009 Career Services Online Job Database</p>	<p align="center">Before July 1, 2009 Career Services Online Job Database</p>
<p>Job Listings available on Career Services Online Job Database</p>	<p align="center">Mid-July 2009</p>	<p align="center">Mid-August 2009</p>
<p><u>As directed in job listing,</u>  <b>Upload</b> to database <b>or</b>  <b>Send</b> to employers  Application Materials for Fall Job Application Submission Program</p>	<p align="center">Between July 27, 2009 and 5:00 p.m. on July 31 2009</p>	<p align="center">Between August 31, 2009 and noon on September 11, 2009</p>
<p>On-Campus Interviews</p>	<p align="center">August 24, 2009 – August 28, 2009 and September 21, 2009 – October 9, 2009</p>	<p align="center">September 21, 2009 – October 9, 2009</p>

## **VI. TIPS FOR RESUMES, JOB SEARCH LETTERS, INTERVIEWS, NETWORKING AND RESEARCHING EMPLOYERS**

More detailed information on all of these topics is available in Career Services and online at the [Career Services](#) webpage. Click on “Job SearchTools”.

### **A. RESUME WRITING TIPS**

<u>Top 10 Do's</u>	<u>Top 10 Don'ts</u>
<ol style="list-style-type: none"><li>1. Do limit your resume to <b>one</b> page. (This demonstrates your ability to write efficiently and succinctly.)</li><li>2. Do tailor your resume to the specific employer, i.e., be sure to include skills and experience sought by that employer. (Different legal employers – e.g., public interest vs. civil law firm – do not necessarily seek the same skills/qualifications. You will have several versions of your resume.)</li><li>3. Do follow one of the acceptable resume formats. (See samples online.)</li><li>4. Before including anything on your resume, do ask yourself this: Does this information have relevance and significantly contribute to my presentation? Include reference to STEPPS if you did well in the class.</li><li>5. Do make sure that the telephone number is current and has a professionally appropriate voicemail message. (Note: background music is not appropriate. And do not forget to make your e-mail address professional.)</li><li>6. Do emphasize/prioritize your relevant legal experiences over non-legal work. (Grab the employer's attention quickly.)</li><li>7. Do make sure your resume is easy to read, use <u>underlining</u>, <i>italics</i>, bold and bullets for emphasis without making your resume too distracting.</li><li>8. Do proofread (for accuracy, grammar, punctuation).</li><li>9. Do have two other people proofread. (Perfection is key!)</li><li>10. Do regularly update your resume (e.g. new experiences, grades, awards).</li></ol>	<ol style="list-style-type: none"><li>1. Don't list personal information – your resume should be professional (e.g., do not reference marital status, children, religion, etc.).</li><li>2. Don't list references on your resume or indicate “References Available Upon Request” (legal employers do not want to see references on your resume). Have a separate list available if requested. (See samples online.)</li><li>3. Don't use personal pronouns (I, my, me) in a resume. Instead, use “action” verbs to start all phrases.</li><li>4. Don't use the resume templates which come with most software packages. (They confine your ability to create your best legal resume.)</li><li>5. Don't include an “Objective” section on your resume (which is not generally used for law clerk or lawyer positions).</li><li>6. Don't use fancy fonts. (Times New Roman or Arial are both good choices at 11 or 12 font, depending on resume length.)</li><li>7. Don't lie. Emphasize your strengths, skills, and qualifications, but never overstate your qualifications.</li><li>8. Don't include your whole life's history. (Remember: succinct and relevant.)</li><li>9. Don't use passive words.</li><li>10. Don't use colorful paper (e.g., white, buff, muted gray or beige is standard).</li></ol>

## B. JOB SEARCH CORRESPONDENCE

### 1. Cover letters

Legal employers expect to see a cover letter when you apply for a position, whether or not they specify that one is requested. A *good* cover letter can get you the interview. If you have no prior connection to the firm's geographic area, or if the connection is not evident on your resume, your reasons for applying should be stated as should the name of any referral or mutual contact (with their consent of course). Your cover letter may be even more important than your resume because it is a sample of your writing and may well be read first. Make sure that your letters are interesting and error-free and that you clearly demonstrate your knowledge of the particular work the employer does.

### 2. Thank you letters

Post interview follow-up is a crucial component of your job search. Always send a short typewritten letter immediately after your interview to each person with whom you have spoken to thank him/her for taking the time to consider you. Send different letters to each person you met, unless you met with a panel and then it is acceptable to send one letter to all interviewers. Briefly reference the highlights of your interview or topics discussed and express your heightened interest in working with the firm/agency/group as a result of the interview.

Your "thank you" correspondence should be brief, on letterhead matching your resume heading and must be typed and formatted in a business letter style. Proofread carefully to make sure there are not typographical or spelling errors and to see that the letters are grammatically correct. Errors of any sort or deviations from business format are certain to eliminate you from consideration, as is your failure to write and send an immediate thank you letter. Type all addresses on the envelope. All thank you letters should be typed on quality letterhead that matches your resume and cover letter and should be sent by U.S. Mail unless you have been instructed to communicate by email or you have already established substantial email communication with this employer. Thank you letter samples are available online. Click on "Job Search Tools" and then "Drafting Job Search Correspondence".

### 3. Acceptance / Rejection of Job Offers

Once you have been offered a position, evaluate all of the circumstances surrounding that offer, including: (1) whether you have other offers; and (2) whether you felt reasonably good about this employer; and (3) whether the position will move your professional development forward. Once you decide to accept a position, you should confirm your acceptance in writing, also confirming the terms of the offer. Never rescind your acceptance, even if a better offer comes along at a later point. Consult with a Career Advisor about your decision.

## C. COVER LETTER WRITING TIPS

<u>Top 10 Do's</u>	<u>Top 10 Don'ts</u>
<ol style="list-style-type: none"><li>1. Do research your employer thoroughly. (This will help tailor your cover letter to that employer by emphasizing the firm or organization and your reasons for applying to them.)</li><li>2. Do double check names, addresses, job titles, position you are applying for, and how the employer wants your materials delivered (e.g. via regular mail, fax, or e-mail).</li><li>3. Do follow the Business Format and be mindful of spacing and font size. (See samples that follow; also making sure that your "letterhead" matches your resume heading.)</li><li>4. Do use single space. (Double spacing is not proper business letter format.)</li><li>5. Do use colon after "Dear Ms./Mr. Smith:"</li><li>6. Do use "Ms." (which is appropriate etiquette for addressing females in business correspondence).</li><li>7. Do use active voice and keep sentences brief to avoid making unnecessary grammatical mistakes.</li><li>8. Do use the recommended three short paragraph format (1. why you are interested in them; 2. why they should be interested in you; 3. enclosures, next steps, closing).</li><li>9. Do read your cover letter out loud slowly, preferably to someone else (to avoid typos and misused grammar).</li><li>10. Do make sure to <u>personally sign the letter</u>. (While obvious, many people forget to sign their letters.)</li></ol>	<ol style="list-style-type: none"><li>1. Don't restate your resume! Cover letters are intended to explain your interest in the employer and the significance of the factual experience already stated on your resume to them.</li><li>2. Don't over promote – integrity is critical. (Your reputation for honesty and accuracy starts now.)</li><li>3. Don't plagiarize any portions of the sample cover letters in the Guide. (They are intended to provide guidance only and which are NOT about you or your experience. Plus everyone has these – be original and creative.)</li><li>4. Don't write the same cover letter for every employer. An employer can tell when you make no effort to tailor your cover letter to their needs and practice.</li><li>5. Don't use the recipient's full name or title in the salutation. ("Dear Ms. Mary Smith, Esq.:" is not appropriate. The correct way is "Dear Ms. Smith:").</li><li>6. Don't use a comma after salutation (i.e., use a colon "Dear Ms./Mr. Smith:").</li><li>7. Don't use "Mrs." or "Miss" – always use "Ms." (which is appropriate etiquette for addressing females in business correspondence).</li><li>8. Don't use too many "I's", "my's", and "me's" to avoid sounding self-absorbed.</li><li>9. Don't rely on spell check – this rarely prevents incorrect grammar use or other common mistakes in cover letters.</li><li>10. Don't ramble and write an unnecessarily long letter.</li></ol>

## D. NETWORKING TIPS

### Top 10 Do's

1. Do realize networking is extremely important. (Because many jobs are unadvertised, you can find out about job openings through talking to as many people as possible.)
2. Do think creatively about where to find network contacts. (You can find people to add to your network almost anywhere.)
3. Do join law related organizations, sections, and/or committees through the local county bar associations to meet more legal professionals.
4. Do find a mentor. A mentor – that person who can guide you, help you, take you under his or her wing and nurture your career quest -- can be the most valuable kind of network contact.
5. Do come up with a system for organizing your network contacts, whether a spreadsheet on your computer, a file box of index cards, a three-ring binder, etc.
6. Do ask a network contact for referrals to others who might give you advice. (This helps to develop your network.)
7. Do conduct informational interviews routinely. (You should do this throughout your law school career and beyond. Aim for 5 – 10 per semester.)
8. Do keep networking even after you've found a job. (You will soon need network contacts again.)
9. Do put your best foot forward at all times. (You never know who is paying attention, and you want to be the person who comes to their mind if a new opportunity arises.)
10. Do be willing to help or volunteer – this can often lead to additional contacts.

### Top 10 Don'ts

1. Don't ask for a job outright—it can be bothersome to people. (Networking is about building on professional relationships; you ask for job leads after the relationship has developed.)
2. Don't let rejections stop you. Instead, expect them and move on.
3. Don't go anywhere without your business cards. You never know when you will be expected to exchange business cards with a professional contact.
4. Don't forget to thank everyone in your network who has been helpful to you, preferably with a professional thank-you letter. (Your contacts will remember your good manners.)
5. Don't talk about yourself too much. (The key is to ask questions about them.)
6. Don't be phony (akin to a telemarketer). Begin networking by gravitating towards people who seem to be like-minded or have similar interests.
7. Don't misrepresent yourself or promise something you cannot deliver. (Your reputation is critical.)
8. Don't forget that anything you say or post online (e.g. Twitter, Facebook, etc.) can be seen by potential contacts.
9. Don't ignore opportunities to network or meet new people.
10. Don't make excuses to avoid networking. (Career Services can assist you with your individualized networking approach.)

## E. RESEARCHING LEGAL EMPLOYERS

Using the following tips, you will make an excellent impression as an informed, aware and interesting candidate. You will easily discover the names of lawyers and organizations directly involved with areas of law that interest you. Then, you will find the detailed information about the organization, the backgrounds of its individual lawyers, the nature of its clients, its cases, and newsworthy events related to its work, all of which you need to know in order to be a competitive candidate.

Remember that you will find a lot of information on some lawyers and organizations, and little, if any, information on others. However, when there *is* information available about a lawyer or organization, you must be aware of it when you correspond and meet with them in order to distinguish yourself from other candidates and to present yourself as knowledgeable applicant who knows about and truly wants to work with the organization. If you do not, you will probably not get the position.

While there are many sources from which you can gather information about legal employers, here are some of the basic research tools to start. Let us know if you need assistance.

- 1. Check to see if the organization has a website.** Many legal organizations have a very strong web presence. Then, you really need to study deep into the website to get a full sense of the scope of the firm's attorneys, practice, current projects, practice group descriptions, and representative clients. Knowing a firm's clients tells a great deal about a firm. If you do this thoroughly, you will successfully demonstrate to the employer your interest in the organization when it comes time to do so in correspondence and interviewing. However, smaller organizations may well not have a web page, so you will need to dig deeper. Simply because you cannot find it on their website, does not mean the information does not exist. Dig deeper.
- 2. Talk with other students about employers with whom they have worked.** This is one of the most overlooked sources of job information. If your friend clerks or clerked in an office and did a good job, they will be a GREAT reference for YOU to get a job in that office. Ask around to find out about good clerkships your fellow students might recommend.
- 3. Search Martindale Hubbell at [www.martindale.com](http://www.martindale.com).** At this site, you can obtain information about individual lawyers, firms, corporations and government agencies. While you can find information on a specific lawyer or organization you already know, you can also search in the advanced search by geographic location, practice area, size of firm, or law school attended, to locate lawyers or organizations you do not yet know of, but who meet your criteria. Experiment at this site and you will have see that it reveals information about lawyers not found on other sites.

Martindale Hubbell can also be accessed through LEXIS. Using the LEXIS version enables you to query even more specifically. But keep in mind, not all lawyers, firms, corporations and government agencies are listed here. Dig deeper.

4. **Search West Legal Directory at [www.westlaw.com](http://www.westlaw.com) or Findlaw at <http://directory.findlaw.com/> for firm and lawyer profiles.** Simply complete one or more of the blank fields for city, state, name, practice area and/or law school attended and narrow the search to your specific areas of interest. Again, you may find lawyers and organizations here that are not listed on other sites.
5. **Check local legal and business newspapers for news about lawyers or organizations.** Some of the best untapped resources for jobs are legal periodicals. When you see an article about or by a practitioner that captures your attention, contact that lawyer to discuss your mutual interest further. Important legal periodicals for San Diego organizations and lawyers, which provide additional excellent information about interesting and successful lawyers include: the *San Diego Daily Transcript* newspaper ([www.sddt.com](http://www.sddt.com)), *San Diego Lawyer* magazine, *California Lawyer* magazine, *San Diego Bar Report* newspaper and others. These publications are available in the Career Services Office.
7. **Check the Career Services Library. Here are some excellent research resources:**
  - The Yellow Books* (not to be confused with the Yellow Pages): Detailed directories with biographical information about judges, information about all federal, state and local government organizations, corporations, associations, and every other entity you can imagine and the people who work in them.
  - San Diego Daily Transcript Attorney Directory*: Addresses, photos, law school information on most lawyers in San Diego.
  - NALP Directory of Legal Employers*: Detailed information about large national law firms and other larger legal employers in the country.
  - International Information Directory*: Identifies and describes organizations dealing with international matters, including domestic and foreign offices.
8. **Check [www.calbar.ca.gov](http://www.calbar.ca.gov)** in California or the official state lawyer licensing agency in other states. Through these websites you can look up any licensed lawyer in a particular state as well as obtain the most current bar related information about which all lawyers should be aware. California's bar website, in particular, allows you to view lawyer's undergraduate college, law school and, most importantly, whether the attorney is in good standing and whether there is any disciplinary history for that lawyer.
9. **Check the LEXIS and WESTLAW databases for news articles** written about particular lawyers or organizations. Query separately for the lawyer's name and the first two names in the firm name.

10. **Check LEXIS or WESTLAW for cases** which have recently been handled by the organization or the lawyer. In any case database, query for the lawyer's full name or the first two names in the firm name. Or, if you are interested in a particular practice area, search for related keywords and "San Diego" to see which San Diego lawyer is handling the reported cases in your area of interest.
11. **"Related Web Links" on the Career Services Website:** A list of helpful job related links that can be a great start to your legal job search.

The resources listed above are only the "tip of the iceberg" when it comes to available research tools for finding legal employers. Be sure to ask in Career Services for additional resources tailored to your particular interests.

## **VII. AND FINALLY**

Come to the Career Services Office for help with any and everything associated with your job search, application materials, interview preparation, research, or other career development issues. We will do everything in our power to help you get a great job and to achieve your career goals.

## **NON-DISCRIMINATION POLICY**

California Western School of Law is committed to a policy against discrimination based on gender, age, race, national origin, religious creed, sexual orientation, disability, marital or veteran status, in the interviewing and employment of students and graduates. Participation in our Career Services programs is restricted to those employers who agree to comply with this policy.

### **If you believe an employer is in violation of this non-discrimination policy:**

1. You may file a written complaint with the Assistant Dean, Career Services, who will conduct an initial review, investigation and recommend appropriate action.
2. If additional action is deemed appropriate by either the student or the Assistant Dean, the matter shall be referred to the Associate Dean for Administration for review and recommended action.

## **MILITARY RECRUITING NOTICE**

California Western School of Law is committed to a policy against discrimination based on gender, age, race, national origin, religious creed, sexual orientation, disability, marital or veteran status, in the interviewing and employment of all students and graduates.

The military's discriminatory "don't ask; don't tell" policies involving the alleged sexual orientation of its membership conflict with California Western's non-discrimination policy. The military's Judge Advocate General Corps (JAG) cannot comply with our non-discrimination policy.

The law school remains committed to eliminating discrimination in employment. As a result, California Western will take steps to ameliorate the adverse effect of any on-campus interviewing by military recruiters which may take place. We will endeavor to provide all of our students with a hospitable environment in which to apply and interview for positions. California Western is strongly invested in providing such an environment.

All students considering employment with military JAG Corps should be aware that, if hired, they may be asked in an official capacity to enforce the military's discriminatory policies respecting gay, lesbian, bisexual, and transgendered individuals through enforcement of the military's "don't ask; don't tell" policies.

## **MILITARY RECRUITING ON-CAMPUS & AMELIORATION**

California Western is supportive of all of our students and graduates, regardless of race, religion, nationality, gender, sexual orientation or other personal characteristics.

Law schools throughout the United States are faced with a dilemma regarding military recruiting on their campuses. While law schools would like to encourage all potential employers to recruit on campus, there is a near-universal policy to exclude employers who discriminate in hiring law school graduates based on race, nationality, gender, sexual orientation or other invidious classifications.

Many years ago, most law schools adopted policies of non-discrimination with regard to all aspects of law school admissions, matriculation, employment and recruitment on their campuses. These anti-discrimination policies were eventually adopted by the Association of American Law Schools (AALS) as a standard for AALS accreditation. As part of this policy, California Western and most other law schools require all employment recruiters to sign a statement of non-discrimination as a condition to using campus facilities to recruit students.

Military recruiters who visit law school campuses to recruit candidates to the Judge Advocate General Corps (JAG Corps) refuse to sign these statements of non-discrimination because the military services discriminate against applicants based on sexual orientation. As a result, beginning in the 1980's, military recruiters were banned from on-campus recruiting at many law schools, including California Western.

Congress reacted to these wide-spread school policies by passing legislation in 1993 and 1997 (commonly referred to as the "Solomon Amendments"). The Solomon Amendments require all schools to allow military recruiters on their campuses, regardless of discriminatory recruiting practices, or face the loss of federal funding. A cadre of law schools (including California Western) sued to invalidate the Solomon Amendments on Constitutional grounds but lost the case at the U.S. Supreme Court on March 6, 2006. (See, *Rumsfeld v. F.A.I.R.* 126 S. Ct. 1297)

Since *Rumsfeld*, law schools are effectively forced to allow military recruiters on their campuses, even though the recruiters discriminate against applicants based on their sexual orientation. AALS accredited law schools are required to undertake ameliorative measures to reduce the impact of this discrimination and California Western fully embraces the concept of amelioration. The goal of amelioration is to reduce the discriminatory impact on law students and graduates.

In the spirit of amelioration, and to support all of our students and graduates, the law school will provide opportunities for education about, and discussion of, this complex issue. The school will also show support for lesbian, gay, bisexual and transgendered ("LGBT") students through other ameliorative steps which may include flying the rainbow flag and distributing pins and t-shirts to show solidarity with our LGBT students. These actions are meant to bolster LGBT students who are faced with direct, invidious discrimination. The law school community would do the same for any of its students or graduates who are subjected to deliberate discrimination based on their personal characteristics.

Should you have any questions for the CWSL Amelioration Work Group, please direct them to the Assistant Dean for Career Services, Lou Helmuth at [lwh@cwsl.edu](mailto:lwh@cwsl.edu). Thank you.

## **INTERVIEW CANCELLATION POLICY**

We encourage you to apply and to take full advantage of interview and recruiting programs that require students to submit their applications through the Career Services Office (Interview Programs). Please be aware that the appropriate time to decide whether you will accept and attend a real or mock interview is at the time that you submit your application for any such opportunity. When you apply to a participating employer or for a mock interview, this means that an employer representative will take time from his or her schedule to review your application and select you for an interview.

Therefore, if you are chosen for or you sign up for a real or mock interview through a Career Service program, you must accept and attend the interview. In the event of an urgent change of circumstances after the time you submit your application for an interview opportunity, or an emergency arises that would preclude you from attending the interview, you must obtain permission from the Director of the Career Services Office to cancel your interview as soon as possible upon learning of the change in circumstances or emergency. Your circumstances will be evaluated individually and permission to cancel determined on a case-by-case basis. You must appear for the interview unless expressly excused by Courtney Miklusak, Director. Also, in the event you are excused from attending the interview, you must promptly deliver a letter of apology and explanation to the employer with a copy of that letter also promptly delivered to the Career Services Office.

Failure to adhere to this policy will result in your suspension from participation in Interview Programs for one year, a letter being placed in your file, and/or other appropriate action as determined by the Assistant Dean, Career Services.

# CAREER SERVICES SUMMER 2009 SURVEY

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Fall 2009 will be my (*circle one*) 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> trimester.

What are you doing during the summer of 2009? Check all that apply.

- Working as a law clerk/summer associate  
Name of Employer(s) \_\_\_\_\_  
\_\_\_ Paid \_\_\_ Volunteer
- Interning for academic credit  
Name of Intern Sponsor \_\_\_\_\_
- Attending summer session at CWSL  
How many credits did you take? \_\_\_\_\_
- Working in a non-legal setting  
Name of Employer \_\_\_\_\_
- Attending a summer abroad program  
Where? \_\_\_\_\_
- Vacationing, I will not take classes or work

If you worked, how did you locate this position?

- Personal contacts or referral from family/friends. Please explain \_\_\_\_\_  
\_\_\_\_\_
- Career Services job posting
- Alumni contact
- Targeted resume mailing
- Other (explain) \_\_\_\_\_

Did you use the Career Services Office for any phase of your job search?  
Check all that apply.

- Resume review  Individual counseling  Reference materials  Workshops
- Online job postings  Other

## **Career Services Office Agreement, Consent and Release**

To participate in the programs the Career Services Office offers or to receive its benefits, you must:

- (1) carefully read this Agreement, Consent and Release; and
- (2) submit a signed copy of this Agreement, Consent and Release to Career Services in order to participate in the above referenced programs.

### **Interview Attendance and Cancellation Policy**

The appropriate time to decide whether to accept and attend a real or mock interview is when you submit your application. When you apply for any such opportunity, an employer representative will take time from his or her schedule to review your application and select you for an interview.

Therefore, if you are chosen for or you sign up for a real or mock interview through a Career Services program, you must accept and attend the interview. If there is an urgent change of circumstances, or an emergency arises, you must obtain permission from the Director of Career Services to cancel your interview as soon as possible upon learning of the change in circumstances or emergency. Your circumstances will be evaluated individually and permission to cancel determined on a case-by-case basis. You must appear for the interview unless expressly excused by Courtney Miklusak, Director. Also, in the event you are excused from attending the interview, you must promptly deliver a letter of apology and explanation to the employer with a copy delivered to the Career Services Office.

Failure to adhere to this policy will result in your suspension from participation in Interview Programs for one year, a letter being placed in your file, and/or other appropriate action as determined by the Assistant Dean, Career Services.

### **Representations in Job Application Materials**

***If you make a misrepresentation in your job application materials, such misrepresentation may be considered a violation of the Honor Code*** and may result in serious sanctions from CWSL (and potential employers). This rule is stringently imposed to protect the right of every student to fair treatment based on actual achievement. ***It is YOUR RESPONSIBILITY to verify that your resume accurately states your class standing, GPA, extracurricular activities, awards and all other material information before you submit it to the Career Services Office or to employers. The Career Services Office will not forward a resume or any application materials if they differ from official school records. Note: You may not round up your grade point averages or class standing.***

**Family Educational Records and Privacy Act: CONSENT**

The Family Educational Records and Privacy Act (FERPA) affords students certain rights with respect to the disclosure of their educational records. The information and material you provide to the Career Services Office may be considered “educational records” under FERPA. Your signature below indicates your consent for the Career Services Office to disclose any such records to 3<sup>rd</sup> party employer representatives or 3<sup>rd</sup> party participants in Career Services programs.

**By signing below, I hereby agree to the following:**

I am a student in good standing at California Western School of Law.

I have read and understand the terms of this Agreement, Consent and Release and agree to and will comply with its terms and requirements.

I hereby authorize the Career Services Office to release and disclose to 3<sup>rd</sup> party employer representatives or 3<sup>rd</sup> party Career Services program participants any materials I have provided to the Career Services Office.

I hereby release the Career Services Office and all personnel thereof from responsibility for any events or consequences that arise from or that relate to my application or program submissions, or any part thereof, if such applications or submissions do not comply with the terms and requirements set forth in this Agreement, Consent and Release or any Honor Code provisions that relate thereto.

**Signature** \_\_\_\_\_

Date \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

Print Name \_\_\_\_\_

Local Address \_\_\_\_\_

Phone  
Number \_\_\_\_\_

**Please Circle:** During **Fall 2009**, I am a Full Time / Part Time (Circle One):

3 <sup>rd</sup> Semester Student	4 <sup>th</sup> Semester Student	5 <sup>th</sup> Semester Student	6 <sup>th</sup> Semester Student	August 2009 Graduate
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