

CALIFORNIA WESTERN

SCHOOL OF LAW | San Diego

CAREER & PROFESSIONAL DEVELOPMENT

ALUMNI GUIDE

2020

Career & Professional Development
Office (“CPDO”) Hours:

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

Please drop in or call for an appointment
350 Cedar St., 2nd Floor
(619) 525-7087

career_services@cwsf.edu
<https://www.cwsf.edu/career>

Facebook: [@cwsfCareer](#)
Instagram: [@cwsf_career](#)
Linkedin: www.linkedin.com/company/calwesterncpdo

TABLE OF CONTENTS

I.	INTRODUCTION.....	- 2 -
II.	CPDO STAFF	- 2 -
III.	ALUMNI RESOURCES	- 4 -
	A. Counseling.....	- 4 -
	B. Symplicity	- 4 -
	C. Reciprocity	- 4 -
	D. Consortium In Legal Education (CILE).....	- 4 -
	E. BYU Intercollegiate Alumni Job Bank	- 5 -
	F. CWSL On-line Alumni Database.....	- 5 -
IV.	RESUME.....	- 5 -
	A. Resume Basics.....	- 5 -
	B. Resume Changes to Make Upon Graduation	- 5 -
	C. Resume Changes to Make After the Bar Exam.....	- 6 -
	Sample Graduate Resume.....	- 7 -
	Sample of Experienced Attorney Resume.....	- 8 -
V.	COVER LETTER.....	- 9 -
	A. Cover Letter Basics	- 9 -
	B. Categories of Cover Letters.....	- 9 -
	Sample Application Cover Letter.....	- 11 -
	Sample Graduate Prospecting Letter	- 12 -
	Follow Up Email to Prospecting Email.....	- 13 -
VI.	NETWORKING.....	- 14 -
	A. Bar Association	- 14 -
	B. Informational Interviews	- 15 -
	#1 Sample Networking Email-Informational Interview	- 16 -
	# 2 Sample Networking Email-Informational Interview	- 16 -
	Informational Interview Email-Referral Contact	- 17 -
	Informational Interview Email-Met Once	- 17 -
	Sample Networking Email-Follow Up.....	- 17 -
	C. Social Networking Sites	- 18 -
VII.	JOB SEARCH	- 18 -
	A. Interviewing.....	- 18 -
	B. Salary Negotiation.....	- 20 -
	C. Correspondence	- 20 -
	D. Branding	- 22 -
	E. Components of Branding.....	- 22 -
	F. Obtaining Business Cards.....	- 22 -

- VIII. SOLE PRACTITIONER - 22 -
 - A. Access to Law Initiative - 23 -

- IX. ALTERNATIVE CAREERS - 24 -
 - A. What can you do with a Law Degree?..... - 24 -
 - B. Alternative Careers for Lawyers Websites of Interest (NALP Alternative Careers Committee)..... - 25 -

- X. CPDO’S USEFUL ONLINE RESOURCES..... - 26 -

I. INTRODUCTION

Here at California Western School of Law (CWSL), we believe it is essential that a law school support its graduates throughout their legal and non-legal careers alike. The Career and Professional Development Office (CPDO) continues to serve as a primary resource for alumni seeking employment-related assistance. The purpose of this Alumni Guide is to continuously provide you with the tools necessary to confidently begin your post-graduation job search, whether this is your first job after graduation or your fifth.

II. CPDO STAFF

Everyone in the CPDO is dedicated to giving their full effort to assist you on your way to a highly rewarding and satisfying career in the law. Get to know us. The more we know of you, the better we will be able to help you. With over fifty years of law practice experience on our staff, we have deep knowledge of how to develop a successful career in the law.

Courtney Miklusak, Esq., Assistant Dean cmiklusak@cwsl.edu

Courtney is responsible for all CPDO operations and actively promotes California Western to the legal community to maximize opportunities available to you. Her job is to make sure you have the skills and information necessary to access the opportunities you desire. After graduating from California Western School of Law, Courtney practiced both civil litigation and transactional law in San Diego. She worked in small and medium-size private law firms for seven years before joining the CPDO. Courtney works to develop and strengthen relationships between the CPDO and legal employers and to create job opportunities for law students and graduates. As well, she counsels law students, tapping into her strong knowledge of the legal market in San Diego and beyond.

Matthew Lab, Esq., Director, Access to Law Initiative (ALI) & Professional Development mlab@cwsl.edu

As the Director of ALI, Matthew manages all aspects of ALI and empowers entrepreneurial and public-service-minded alumni to make a living while making a difference. A program for alumni pursuing solo, small firm, or non-profit entity practice, ALI provides critical training, support and post-graduate education while providing access to law to underserved segments of the community. As the Director of Professional Development, Matthew works closely with the Assistant Dean and Associate Directors in the development and administration of the CPDO's professional development curriculum that is offered to students and graduates.

Before joining the CPDO in 2014, Matthew practiced law full-time for more than 9 years in both law firm and in-house corporate settings in the areas of business and real estate litigation and commercial transactions. He continues to serve as retained outside legal counsel for select local companies and occasionally as an adjunct instructor of real estate law with the San Diego Community College District. He earned holds a California Real Estate Broker's license.

Jocelyn Salvatori, Esq., Associate Director

jsalvatori@cwsl.edu

Jocelyn counsels first, second and third-year students, and conducts training seminars in professional development to ensure that students are knowledgeable about and prepared for the legal market. She also works with students who are interested in pursuing judicial externships and clerkships. Jocelyn has more than seven years of private law firm experience, including representing small and large corporations in business litigation, labor and employment litigation, and product defect litigation. She understands what it takes to be successful in the law practice, and is able to greatly enhance students' marketability.

Noelle Dorman, Assistant Director, Projects and Employer Development

ndorman@cwsl.edu

Noelle is the Assistant Director and point person for disseminating information about job opportunities to you. She graduated from Cal State Fullerton with her B.A. in Political Science, and she received an M.S. in Child Development from San Diego State. She has worked for elected officials in both the California State Legislature and U.S. Congress on a variety of public policy issues. In addition, she has a well-established background in community relations, research, and education. Noelle handles all logistics associated with employer relations, on-campus interviews and regional and national job fairs. She manages our Online Job Database and keeps you apprised of job opportunities as they arise, as well as managing our Career and Professional Development operations.

Cory Schaller, Esq., Career Advisor, Pro Bono & Public Service

cschaller@cwsl.edu

Cory is a Career Advisor counseling students and graduates about the necessary steps to finding employment both during law school and after graduation. Cory's varied legal career includes externing for a Federal Bankruptcy Judge, practicing with a civil litigation firm, working with a non-profit organization on behalf of foster children, tutoring students for the California Bar Exam, and serving as an Adjunct Professor at CWSL teaching Advanced Legal Analysis and Pre-Bar.

Heidi Weaver, Esq., Career Advisor

hweaver@cwsl.edu

Heidi counsels first, second and third-year students, as well as recent graduates and LL.M. students. She also works with students on their application to the Clinical Externship Program and coordinates our office's Lunch With Lawyers program to match students with practitioners in their areas of interest. Heidi has almost ten years of private law firm experience, including representing small and large corporations in business litigation, labor and employment litigation, construction defect, and elder abuse litigation. She also externed for a justice in the Fourth District of the California Court of Appeal, and a federal judge in the Northern District, and she is a Volunteer Attorney at Casa Cornelia Law Center. She draws from her professional experience to assist our students and alumni to positively distinguish themselves in the competitive legal job market.

III. ALUMNI RESOURCES

A. **Counseling**

Our career advisors work with graduates on an individual basis to discuss career options and develop job search plans. In addition, career advisors are available for resume/cover letter review, mock interviews, alumni outreach, and other job related resources to assist you as needed. We strongly recommend that you take advantage of the individual counseling sessions, which may be done in person or over the phone. You can schedule an appointment any day of the week throughout the calendar year by calling (619) 525-7087 or visiting www.cwsl.edu/makeappointment.

B. **Symplicity**

As a graduate of CWSL, you continue to have access to our online database, Symplicity. Post-graduate and attorney jobs are continually posted in both legal and non-legal industries. Graduates who wish to take advantage of this free legal resource can log in by using the same username and password they used as a student. **In order to have access to alumni postings, your Symplicity profile must be updated and your status must reflect you are a graduate.** For log-on assistance, please contact the CPDO.

C. **Reciprocity**

For alumni who wish to practice outside of San Diego County, you can request “reciprocity” access to career services from a limited number of law schools across the country. If access is granted, law schools usually impose strict guidelines as to the use of reciprocity. To learn more about a school’s reciprocity policy, please call or visit that school’s website. To make a reciprocity request, please contact the CPDO.

D. **Consortium In Legal Education (CILE)**

CILE is a cooperative model for legal education consisting of four independent ABA and AALS accredited American law schools:

- California Western School of Law
- New England School of Law in Boston
- South Texas College of Law in Houston
- William Mitchell College of Law in St. Paul

The Consortium is an innovative educational service organization of combined resources and cooperative effort designed to enhance and strengthen the educational mission of each school separately and all of them collectively. This unique partnership provides expanded opportunities for educational programs on a national and international basis. For graduates, this partnership provides placement assistance and access to career resources of another Consortium law school. In addition, through the CWSL CPDO webpage, graduates continue to have access to entry level and experienced attorney positions in each region of a Consortium law school.

E. **BYU Intercollegiate Alumni Job Bank**

CWSL alumni have access to the Intercollegiate Job Bank maintained by Brigham Young University Law School. The job bank consists of job postings from around the country by a number of cooperating law schools. If you are interested in a legal career in another state, this is an especially useful resource. Alumni can access these postings through the CWSL CPDO webpage. Please contact the CPDO for the username and password.

F. **CWSL On-line Alumni Database**

The CWSL on-line database is your one-stop resource for information to help you locate and contact your fellow California Western alumni. For purposes of networking, mentorship, informational interviews, or to simply reach out, the CWSL on-line Alumni database allows graduates to stay in touch with the CWSL community. Alumni can access this database by visiting CWSL's Alumni webpage.

IV. **RESUME**

A. **Resume Basics:**

- Be truthful and accurate.
- Must be error-free (first example of writing sample).
- Concise yet informative.
- Use white, off-white or cream resume weight paper.
- Use one font type and keep it in the 11-12 point range. However, your name should appear in a larger font size.
- One page (exception if extensive, RELEVANT experience).
- Update email address to permanent, non-CWSL email address.
- Target resume for prospective employer.
- Clear and easy to understand – translate information into English, include explanatory notes (e.g. for our LL.M. students: “J.D. equivalent”).
- Do not include information regarding health, age or marital status.
- Do not include “Statement of Purpose.”
- Do not state “References and writing samples available upon request.”
- **If you are a recent graduate, the “Education” section should follow the “Professional” section. However, if you have been out of law school for a few years and possess substantive legal experience, then the “Experience” section should be the second heading on the resume.**

B. **Resume Changes to Make Upon Graduation:**

Upon graduation, you must change your CWSL information to reflect your new degree. The line with your degree and graduation date should read:

Juris Doctor, [Month Year] (i.e. Juris Doctor, May 2019)

Latin honors (*cum laude*, *magna cum laude* and *summa cum laude*) should be in lower case and italics. If you graduated with Latin honors, the line should read:

Juris Doctor, [*latin honor*], [Month Year] (i.e. Juris Doctor, *cum laude*, May 2019)

C. Resume Changes to Make After the Bar Exam:

After graduation, you should now add a heading to your resume, above the EDUCATION heading called “PROFESSIONAL”.

- If you are sitting for a bar, underneath this heading write: “Sitting for the California [or appropriate state] Bar Examination, July 2020”.
- If you recently took a bar and are awaiting results, underneath this heading write: “Awaiting Results of the July 2020 California [or appropriate state] Bar Exam”.
- If you have passed a bar exam, underneath this heading write: “Member of California State Bar, July 2020, Member 3055077”.
- If you have passed a bar exam but waiting for moral character approval write: Passed California Bar, July 2020.
- If you have passed a bar exam and are approved to be sworn in write: Passed California Bar, July 2020. To be sworn in on....
- Under this heading you can also put any other professional license or memberships you have, e.g. “Licensed Real Estate Broker”.

Sample Graduate Resume

Juan Diaz

411 Front St., San Diego, CA 92101
(619) 642-2400 • djoe@law.cwsl.edu

PROFESSIONAL

Awaiting Results of the July 2020 California Bar Exam
Lawyers Club of San Diego, Member
San Diego County Bar Association, Member

EDUCATION

California Western School of Law, San Diego, CA
Juris Doctor, *cum laude*, May 2020
California Western Law Review, Articles Editor, 2018-2020
Public Service Honors Society, 2020

University of California San Diego, San Diego, CA
Bachelor of Arts, *cum laude*, Political Science, May 2017

EXPERIENCE

Higgs, Fletcher & Mack, LLP, San Diego, CA

Legal Intern

September 2018 – December 2019

Performed due diligence, drafted agreements and prepared closing binders for several multi-national mergers and acquisitions. Researched and drafted memoranda outlining securities regulations in the United States, Germany, France and Israel. Counseled clients on corporate structure and governance matters.

Anderson & Associates, LLP, San Diego, CA

Legal Intern

January 2018 – May 2019

Drafted financing documents and filed with the California Secretary of State. Reviewed patent, copyright and trademark security agreements. Researched and ensured client compliance with SEC filing requirements.

Casa Cornelia, San Diego, CA

Legal Intern

June 2017 – September 2017

Drafted motions for prosecutorial discretion and bond determination hearings. Corresponded with clients. Conducted case law and country condition research for Asylum, Withholdings of Removal, and Convention of Torture clients. Drafted pre-hearings statements for NACARA applications.

SKILLS & INTERESTS

Fluent Spanish

Hiking, distance running, and photography (be specific)

Sample of Experienced Attorney Resume

Hillary Chan

411 Front St., San Diego, CA 92101
(619) 642-2400 • jdoe@gmail.com

PROFESSIONAL

Member of the California State Bar, Member 3055077
Lawyers Club of San Diego, Member
San Diego County Bar Association, Member

EXPERIENCE

Higgs, Fletcher & Mack, LLP, San Diego, CA

Attorney

September 2018 – Present

Performed due diligence, drafted agreements and prepared closing binders for several multi-national mergers and acquisitions. Researched and drafted memoranda outlining securities regulations in the United States, Germany, France and Israel. Counseled clients on corporate structure and governance matters.

Anderson & Associates, LLP, San Diego, CA

Associate Attorney

November 2017 – September 2019

Drafted financing documents and filed with the California Secretary of State. Reviewed patent, copyright and trademark security agreements. Researched and ensured client compliance with SEC filing requirements.

Casa Cornelia, San Diego, CA

Legal Intern

June 2015 – September 2016

Drafted motions for prosecutorial discretion and bond determination hearings. Corresponded with clients. Conducted case law and country condition research for Asylum, Withholdings of Removal, and Convention of Torture clients. Drafted pre-hearing statements for NACARA applications.

EDUCATION

California Western School of Law, San Diego, CA

Juris Doctor, *cum laude*, May 2018

California Western Law Review, Articles Editor 2015-2016

Public Service Honors Society, 2014

University of California San Diego, San Diego, CA

Bachelor of Arts, *cum laude*, Political Science, May 2013

SKILLS

Proficient in Spanish

V. COVER LETTER

The cover letter is your first – and possibly only – opportunity to engage a prospective employer. Your cover letter is essentially your first real legal writing sample. It is a key marketing tool to convince the employer to take the time to look at your resume. Think of it as “bait” that you are using to “hook” the reader.

The primary purpose of a cover letter is to get an interview. A related purpose is to communicate “the intangibles” of your candidacy not readily apparent from the factual content of your resume. A good cover letter explains WHY your experiences, accomplishments and skills are relevant to the specific position. Your cover letter should be written in a tone that is direct, unassuming and conveys enthusiasm. Your resume tells them what you have; your cover letter tells them WHY what you have is important to them and WHY they should hire you.

A. **Cover Letter Basics**

- Put yourself in the employer’s shoes. *Remember, they are hiring you to do a job for them, not so you can gain experience.*
- Do not re-state your resume.
- Present a strong style.
- Do not over promote.
- Use proper format and eliminate typos and grammatical errors.
- For electronic submissions, convert all of your materials into PDF.

B. **Categories of Cover Letters**

1. **Application Letters.** This type of cover letter responds to a specific job advertisement or position announcement. Your application letter should demonstrate your enthusiasm for the work involved in the particular position, your knowledge about the employer, and illustrate how your skills and qualifications fit the requirements of the position. It can be very helpful to restate the major requirements set forth in the job advertisement or position announcement and show how your qualifications match them by linking them with your related past experiences.
2. **Prospecting Letters.** Send this type of cover letter to individuals or organizations with whom you would like to work, but who have not listed or advertised an available position. Similar in format to the application letter, prospecting letters must also be targeted to a particular person within the organization. It is helpful to make a list of about 25-30 employers that fit your interest to send prospecting letters in which you offer your services (either as an associate or contract attorney). In terms of protocol, here are some pointers:
 - **Target your search:** Research the prospective employers and only apply to those firms with practice areas that fit your interests and skill set. Create a chart, spreadsheet, notebook or other tool to use to write down employer names and keep track of contacts and personal connections to those employers.
 - **Research Employer Websites:** Many firms and organizations have websites – check them out for information that will give you more in-depth knowledge about the potential employer. Look at practice areas and profiles of their attorneys to find information of interest or connections. (Did they go to

CWSL? Same college or university as you? Clerk for the judge you are externing for?)

- **Who to contact at the firm:** Direct your **letter to an individual**, not just to the firm. Here are some ways to figure out to whom to address the letter:

First choice: Write to someone you know at the firm personally or through a contact who agrees you can use their name (e.g., "Professor Ali suggested I contact you.").

Second choice: Direct your letter to a CWSL alum or an alum from your undergraduate institution.

Third Choice: Call the firm and ask who is in charge of hiring. If someone takes the time to speak with you, send a thank you email, even if they are not hiring at that time.

Fourth Choice: Find the name of the most senior lawyer who seems to do the work you are interested in doing and direct your letter to that lawyer.

Fifth Choice: If you really want to work for a firm, think about putting on a suit (and your most professional attitude), visiting the firm (with copies of your resume, transcript and best writing sample in hand) and asking to speak with the person in charge of hiring. It is an aggressive approach, but hey, small firms need lawyers who are go-getters!

- **Keep track of all your targeted employers and contacts:** Set up a spreadsheet, chart, list, notebook, post-it notes or whatever works for you to keep track of with whom you've spoken, to whom you've sent prospecting letters, to whom you've sent informational interview requests.
- **Follow up:** Set up a system to remind you to follow-up a week or ten days after making the initial contact. Failure to follow up is a major reason job seekers don't get hired quickly. Just because the employer doesn't call doesn't mean she isn't interested! Most of the people you write to will be extremely busy, and if you tell them in your letter that you'll follow-up, an easy thing for them to do is set aside your letter and wait for your call. Don't lose opportunities to another job-seeker who has more gumption to call!
- **Develop a pitch:** If following up is not naturally comfortable, develop a follow-up "pitch" and keep it in front of you when you call, e.g.: [If assistant answers the phone: "May I please speak to [the person to whom you addressed the cover letter]. Why am I calling? To follow up on a letter I sent him/her last week." [To letter addressee:] "I am ____, a CWSL 3L/recent grad and I'm following up on the letter and resume I sent on ____; I am very interested in working for your firm and hope your hiring needs might include someone with my background ... " But use your own words!
- **Stay connected:** An initial "No, we're not hiring" from an employer doesn't necessarily mean, "No, never, forget it", but rather that they are not hiring now. Maybe there will be an opportunity later.

Sample Application Cover Letter

ANWAR JACKSON

163-B Garnet Ave., San Diego, CA 92109 • jjackson@yahoo.com • (415) 555-5666

October 11, 2020

Amy Snyder, Esq.
Martin and Jordan, LLP
Wells Fargo Center
1800 Broadway, Suite 1600
San Diego, CA 92101

Re: Associate Attorney Position

Dear Ms. Snyder:

Jonathon Franklin recommended that I contact you regarding a potential associate position with Martinez and Jordan, LLP. I recently read an article in the *San Diego Daily Transcript* listing your firm as one of the top five labor and employment law firms in Southern California. My legal work experience has been primarily focused on employment law, and now that I am recently admitted to the California Bar, I am hoping to join the Martinez and Jordan team as an associate attorney.

During law school, I gained substantial experience in my chosen specialty of labor and employment law. Most recently, my clinical internship at Li & Tyoga provided me with practical training in this area. My research and investigation regarding claims of unfair labor practices, sexual harassment and wrongful termination reinforced my commitment to this area of the law. I also drafted a successful summary judgment motion relating to a claim of constructive discharge. I have significant additional experience in the area of labor and employment law through my positions at the California Department of Fair Employment and Housing and the Employee Rights Center where I worked on discovery as well as another summary judgment motion. I have also had extensive involvement with clients in the form of interviews, consultations, and representation at labor hearings. Overall, given my background, intellect, work ethic, and experience, I am able to provide your clients with the excellent representation they have come to expect.

I enclose my resume for your review. I know if given the opportunity, I can diligently and effectively serve your firm and its clients. I look forward to the opportunity to interview with you, and I thank you in advance for your consideration.

Very truly yours,

/s/ Anwar Jackson

Anwar Jackson

Enclosures

Sample Graduate Prospecting Letter

August 25, 2020

Gigi N. Bloomberg, Esq.
Hsu & Bloomberg, LLP
1111 Jones St.
San Diego, CA 92128

Re: Associate Attorney Position

Dear Ms. Bloomberg:

As a recent graduate of California Western School of Law with a strong background in immigration law, I am interested in an associate or contract attorney position with Hsu & Bloomberg, LLP. As the daughter of Japanese and Israeli classical musicians, I was raised in Europe with many multinational influences. During law school, I discovered my aptitude for immigration law. The combination of working closely with clients, observing the direct impact of international factual situations on legal issues, and using written and oral advocacy to help clients achieve tangible solutions to their immigration needs, has been both challenging and rewarding.

I learned from the biographies on your website that the attorneys at Hsu & Bloomberg are not only highly skilled and renowned for their professional expertise, but truly believe in the work that they do. My goal is to bring the same combination of professional excellence and passion to the practice of law.

As a law clerk at Diamond & Associates, I helped clients around the globe, many in the high technology sector, apply for L-1B visas and responded to Requests for Evidence for H-1B applications. The pace of employment-based immigration practice is a good fit for me. I particularly strive to develop individualized legal strategies to optimize the outcome for each client. As a legal intern for the Casa Cornelia, I handled affirmative political asylum cases from start to finish. While representing asylum seekers at affirmative asylum interviews before USCIS agents, I honed my oral advocacy skills. I also developed strong interview skills, which allow me to put clients at ease when sharing their personal and often traumatic life stories. I take great satisfaction in fully informing clients of their options and guiding them through the often daunting immigration process with dignity.

I would appreciate a chance to talk with you about the possibility of working for Hsu & Bloomberg. I will contact you within the next two weeks to inquire about the possibility of an in-person meeting. In the meantime, please contact me if you have any further questions. I am attaching my résumé for your review. Thank you for your time and attention.

Sincerely,

/s/ Lana Merchant

Lana Merchant

Enclosures

Follow Up Email to Prospecting Email

Dear Ms. Bloomberg:

This is in follow-up to a letter I sent to you approximately two weeks ago regarding possible contract attorney work with your firm. I haven't heard from you and understanding that you are very busy, I wanted to briefly check in with you to confirm that you received my letter and to reiterate my interest.

I am very interested in working with your firm, and I believe that I possess the skills and experience with which to make an immediate and positive impact on your practice.

If necessary, I would be glad to resend my original letter of interest and resume, or to provide any further information you might need regarding my qualifications. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

New Lawyer Vance

Attorney at Law

VI. NETWORKING

Networking is the process of establishing long-term relationships in order to “resource share.” It is essential as a professional because it is one of the most successful ways to find a position and the most utilized method of recruiting by most employers. Network with the goal of meeting people who can offer advice about your career choice, support in your endeavors, and are willing to share their contacts so you can continue to build your own network. Your network will be much more effective if you build relationships with your existing contacts. Your family, friends, professors, and CWSL alumni are great sources to begin. Reach out to them via letter, email, phone call or meeting, and watch your network grow.

A. **Bar Association**

The legal community thrives in and around bar associations. Lawyers, judges, and law students rely on bar associations to provide necessary professional development, professional networking opportunities and professional services and benefits. As a legal professional, become involved in your professional community, which includes being active in bar associations.

There are essentially two types of bar associations:

1. Geographically focused bar associations all over the country, e.g., the San Diego County Bar Association, North County Bar Association, Honolulu Bar Association, Beverly Hills Bar Association; and

Specialty bar associations that gather lawyers with common backgrounds or interests, e.g., the Pan Asian Lawyers of San Diego, American Immigration Lawyers Association or Association of Surfing Lawyers. There are many other bar associations that encourage student memberships. These other bar associations often relate to a law specialty (e.g., Criminal Defense Bar Association), ethnic group (e.g., San Diego La Raza Lawyers Association), or personal interests (e.g., Lawyer Pilots Bar Association). Consider joining a specialty bar association to expand your horizons in accordance with your interests. Consult with a Career Advisor about how to become ACTIVE in your bar association, thereby maximizing the benefits to you.

If you are planning to practice in San Diego, another great bar association to consider joining is the Lawyers Club of San Diego, which offers discounted student memberships and has great programs, including an outstanding mentor program for students. Lawyers Club of San Diego seeks to advance the status of women in the law and in society. It is comprised of female and male attorneys, judges, law students and others in the San Diego community who share these interests and goals.

If you plan to practice outside San Diego, let us know, so we can help you find bar associations wherever you decide to work. You should join bar associations now to ensure that you develop and maintain contacts in your preferred region. Please see us for more information.

B. Informational Interviews

An informational interview is an informal face-to-face meeting, usually about 15-20 minutes long, in a lawyer's office (or another location convenient for the attorney, such as over coffee or if they have time, over lunch; if in a paying situation – offer to pay for the attorney since you invited them) during which you ask questions about that lawyer's particular practice in order to gather information about their experiences and areas of practice, as well as trends, career options, and other topics related to that practice.

They are a great way to meet people who do what you think you may want to do, who are members of the legal community, who will provide you with valuable advice or they might hire you or refer you to someone who will. Your objective is not to get a job with this very person at this point in time, but rather to gather information and develop a relationship.

#1 Sample Networking Email-Informational Interview

Mr. Williams:

Hello, my name is Neil Ramirez, a recently licensed attorney working to build a business litigation practice here in San Diego.

In researching well regarded real estate firms in the local area, I came across your name and was impressed by your strong academic credentials, an achievement that I worked hard to add to my resume as well. I am also impressed by your firm's commitment to being involved in the local community, something that I would like to make an integral part of my practice as well. I was wondering if I could have 15-20 minutes of your time to meet with you to discuss how you were able to translate your academic qualifications into success in your practice, and how you enjoy your work in real estate. Your experienced input would be immensely valuable to me and I hope that you can spare a few moments of your time.

I would be happy to meet whenever convenient for you. Thank you in advance for your consideration, and I look forward to hearing from you.

Best regards,

Neil Ramirez

Attorney at Law

2 Sample Networking Email-Informational Interview

Ms. Sontag:

Hello, my name is Sarah Castro, a recently licensed attorney working to build a bankruptcy practice here in San Diego. In researching well regarded real estate firms in the local area, I came across your name and was impressed by your work representing Chapter 11 debtors and trustees. I also noticed that you began your career working for Judge Laughlin through the California Western Clinical Internship Program, much like myself who interned for Judge Chrysler through the same program.

As someone with a background similar to mine, I was wondering if I could have 15-20 minutes of your time to ask you some questions about your work in San Diego.

I am planning on attending your presentation at the San Diego County Bar Association on November 15 and would be happy to meet with you before or after the event, or to touch base at the reception. In any event, I would be happy to meet whenever convenient for you. Thank you in advance for your consideration.

Sincerely,

Sarah Castro
Attorney at Law

Sample Informational Interview Email-Referral Contact

Ms. Paddington

Hello, my name is Jim Rockwell. I am a recent graduate of California Western School of Law and Ms. Kay Silversun suggested that I contact you. I am interested in building a bankruptcy practice here in San Diego, and I was wondering if I might have 15 to 20 minutes of your time to discuss your thoughts on how the current economic climate might affect the bankruptcy practice in this market and about my plan for trying to establish my practice in this area. John speaks highly of you. Your experienced input would be immensely valuable to me and I would be grateful for your thoughts.

I would be happy to meet with you whenever convenient for you. Thank you in advance for your consideration and I look forward to hearing from you.

Sincerely,

Jim McLachlan
Attorney at Law

Sample Informational Interview Email-Met Once

Ms. Costello:

Hello again, my name is Flora Fritz. We met recently at the Volunteer Lawyer's Association brunch and briefly discussed your work in bankruptcy. I am writing to see if I could take you up on your offer to meet and discuss working in the public sector in San Diego. I would be happy to meet whenever is most convenient for you. Thank you in advance for your time, and I look forward to hearing from you.

Best,

Flora Fritz

Sample Networking Email-Follow Up

Mr. Cage:

My name is Eugene Struts. I e-mailed you last week to see whether you might have 15-20 minutes to chat about your bankruptcy practice, and I wanted to confirm whether you received my email and if you would be willing to meet with me.

I would be happy to meet with you whenever convenient. Thank you for your time and consideration.

Eugene Struts
Attorney at Law

C. **Social Networking Sites**

You can enhance your job search further by using online social networking sites including Instagram, Facebook, and LinkedIn, to name a few. If done completely from a professional standpoint, these sites will help you build a legal professional network, post your online resume, and indirectly locate potential career opportunities. Online professional networking sites are also an easy way to stay connected to alumni groups and members of bar associations anywhere.

Remember: you have to develop your online presence PROFESSIONALLY, not PERSONALLY. When employers “google” you, what will they find?

VII. **JOB SEARCH**

A. **Interviewing**

An interview gives an employer an opportunity to determine whether or not an applicant has the credentials and abilities that match the employer’s hiring needs. Likewise, as a candidate, an interview gives you the opportunity to decide whether the position truly interests you and whether the culture of the firm is a right fit. As with most skills, interviewing takes preparation and practice.

1. **Preparation.**

- *Appearance.* Be properly and professionally dressed. Be sure to consult with the CPDO if you have any questions at all.
- *Know Your History.* Review your resume very carefully. You must refresh your recollection about all information on your resume and be able to discuss it in further detail. In addition, be extremely familiar with your legal writing sample.
- *Research The Employer.* If you did not already do so to land the interview, you must research the employer as thoroughly as possible. What is the history of the organization? What are the specific focuses of the practice? What are the backgrounds and practice areas of the organization’s individual lawyers? Do you know which lawyers will interview you? If so, find the background on each and every one of them. Who are the clients of the organization? Has the organization or any of its lawyers been written up in the press recently? Has the organization or any of its individual lawyers been involved in any reported cases?

- *Consider Which Type of Interview You Might Encounter.* There are several types of interviews that you will experience while seeking employment. These are:

One to One: One interviewer interviews one applicant.

Panel: Several interviewers simultaneously interview one applicant.

Group: More than one applicant interviewed at one time.

Multiple Interviewers: One applicant interviewed by several interviewers, but each interviewer interviews the applicant one to one.

Screening: An initial interview generally lasting 20-30 minutes to 1 hour and usually not intended to result in a job offer, but simply to refer potential applicants to a second, more in-depth interview. Many on-campus interviews are screening interviews.

Call-Back or Second Interviews: The more in-depth interview, conducted at the employer's offices. May be as short as one hour or may last an entire day with a series of shorter interviews that may be one-on-one, panel or group, with tours, lunch, information sessions, and other activities.

- *Anticipate Questions That Might Be Asked and Develop Quality Responses.* There are commonly asked interview questions that many interviewers use, particularly government employers. Prepare and know what you plan to say.
- *Prepare Questions for the Interviewer.* At the close of many interviews, the interviewer often asks, "Do you have any questions for me?" Again, this presents a valuable opportunity for you to distinguish yourself from other candidates with intelligent, interesting questions. **ALWAYS ASK:** What are the next steps in your decision-making process respecting this position?

Resist the temptation to ask about benefits, salary, billable hours, attire or other similar questions until you have received an offer.

2. **Practice.** After you have prepared, schedule an appointment with one of our advisors for specific preparation tools and a mock interview in order to get feedback on your interview style.
3. **Follow Up.** IMMEDIATELY follow up your interview with a prompt thank you letter. If you agreed to send any additional information, make sure you do so. If you have not heard back from the interviewer within a reasonable time after the designated notice date, call the office. Politely inquire about the progress of their decision-making process.

B. Salary Negotiation

Many employers expect you to give a salary requirement during an initial interview, therefore you must always be prepared to talk about it. **As a prospective employee however, NEVER ask about salary until the offer is made.**

Before an interview, you need to know what salary you are willing to accept. Some factors to consider include the cost of living in the city where the position is, the economy, the size of the employer and its practice area, your background and experience, your budget and family situation. Also, you need to do your research and determine what the market rate is for similar positions in the area for someone with your qualifications. Use past statistics accurately, but in your favor. On the CWSL website, you can find employment statistics for the past 4 years. A career advisor can also send you the most recent Robert Half Salary Guide. In addition, large firms who belong to the National Association for Legal Placement Professionals (NALP) regularly publish first-year associate salaries through the NALP Directory (www.nalpdirectoy.com) and most federal, state and local government salaries are available on individual agencies' web sites.

Remember that a salary negotiation is just that, a dialogue to reach a mutually beneficial agreement. Many other factors come into play when negotiating your salary such as:

- Possible bonuses
- Will this job give you the experience you need to get you that better paying job?
- Benefits
- Billable Hour Requirements
- Work Atmosphere
- Type of Work

C. Correspondence

- *Thank You Letters.* You should send a thank you letter after every interview, meeting or substantive telephone call you have with anyone in the course of your job search, even if you do not plan to pursue work with the employer or contact. The thank you letter must be sent or emailed within **24 hours** of the interview or other contact. Keep your thank you letter brief. Two or three paragraphs are plenty. The best letters will include reference to the date you interviewed and reference to something particularly memorable from your conversation with the interviewer:

“Thank you for meeting with me on November 1, 2019. I was particularly interested in the description of your work involving the responsible development of the South Bay waterfront. I look forward to being involved with similar proactive work myself. I hope that your hearing on Wednesday night concerning the downtown historic zoning district went well. It is events and topics like these that make me excited for the potential to work with you.”

This will not only show your attentiveness to what the person had to say, but also reminds the individual of who you are.

When sending by mail, remember to print your thank you letter on the same high quality paper as your resume, with the same heading (“letterhead”) as your resume and cover letter. And as always, use formal business format for the letter.

- *Acceptance Letters.* This letter is used to accept a job offer and confirm the terms of your employment (salary, starting date, etc.). It often follows a formal written offer letter or a telephone conversation in which you discussed the details of the offer and terms of employment.

“I am very pleased to accept your offer of an associate position at Bennett, Cantor and Barron. I understand that I will start on Monday, May 11 2021 in your San Francisco office and the position will be full-time. You indicated the salary will be \$85,000 per year. The opportunity to work with a firm of your reputation in this field is very exciting to me, and I look forward to becoming part of the team.”

- *Declining Offer Letters.* This letter is used to reject an offer of employment. Indicate that you genuinely appreciate the extension of the offer that you have carefully considered it, but that you have decided not to accept. You do not need to include details of an offer that you have accepted or why you are rejecting this one. In the event you need more time to decide to take an offer, make sure you communicate that to your prospective employer.

“Thank you very much for your offer of employment as a volunteer Post Bar Clerk with the San Diego District Attorney’s Office. I appreciate your confidence in my abilities. I am currently in the process of finalizing my post-graduate plans and will respond to your offer within the timeframe you have set.”

- *Response Letters to Rejection.* This letter is used in response to receiving a letter of rejection of employment from a potential employer. A letter should be sent in this situation indicating that you understand that the employer was not able to offer you employment, but you still appreciate the time extended toward you, as well as any insights and expertise bestowed upon you. You are further indicating that if circumstances should change in the future, you would still like to be considered for a position and wish the firm continued success.

“Dear Mr./Ms. _____:

I received your (voice message/letter etc.) on March 5, 2020, informing me that I would not be invited for a second interview. While I am disappointed because I felt the position would have been a good fit given your practice and my experience, I certainly respect your decision. So that I may assess my situation as I move forward in my pursuit of a career in patent litigation, any information as to where I may have fallen short of your firm's expectations would be very helpful. Your insight would be of tremendous value.

I wanted to let you know how much I appreciate the consideration you extended to me. Should your circumstances change, please consider me in the future, as my interest in your firm continues.

Please extend my best to the members of your firm. I wish you all continued success.

Best,

Your Name

D. Branding

As an attorney, it is always important to distinguish yourself from your competition. Personal branding is a way to articulate your strengths, particular skills, and leave a lasting impression on potential employers, new clients and the legal community at large. The branding process involves defining your unique position in the legal world and designing a brand that communicates that position. It is also a process that will continue to evolve as your career evolves.

E. Components of Branding

- Business Cards – Your professional introduction and pertinent contact information. **Please see the next section for more information about obtaining business cards.*
- Resume - It should be a *brief, focused, dynamic* marketing tool that conveys your key credentials for a future position.
- Letterhead – Use similar paper, fonts and formatting as your resume.
- Logo – If you plan on working as a freelance attorney for the long haul, it would be a great idea to invest time and money into designing a logo.
- Website – Create a professional website that includes some version of your resume, contact information, and recommendations from colleagues or past employers.

F. Ordering Business Cards

We recommend using our preferred local vendor, Minuteman Press (www.minutemanpress.com) to order your business cards, which is located right down the street from CWSL. Alternatively, you can order online through Vistaprint (www.vistaprint.com) or from any other place of your choosing. No matter what, make sure your design is professional in appearance.

Business cards should always include your name, telephone number, and e-mail address. Once you graduate, remember to include “J.D.” after your name. This will later change to “Esq.” after you pass the bar exam.

VIII. SOLE PRACTITIONER

Starting your own practice is an ambitious dream many new and seasoned attorneys share. While the pay can be inconsistent and hours long, most attorneys who value independence, the freedom to select their own clients, and the idea of being one’s own boss, prefer the solo life to the life of working in a firm. Three of the most important keys to a successful practice are experience, a strong network, and commitment. To help determine if going solo is right for you, make an appointment with your Career Advisor to further discuss the pro and cons of going solo.

Access to Law Initiative

The Access to Law Initiative (ALI) is a program at California Western School of Law that was developed to support, mentor, and train our recent graduates who wish to have solo, small firm, or non-profit practices while promoting the access to legal services for modest means clients. ALI currently has collaborative office space on the CWSL campus. If you are interested in applying to become a member of ALI, please contact Matthew Lab at mlab@cwsf.edu.

IX. ALTERNATIVE CAREERS

Whether you entered law school without any intention to practice law or determined at some point in your career that you were interested in a transition to a non-legal job, our office can assist you in pursuing “alternative careers”. Our career advisors can meet with you to discuss how to use your legal degree outside the practice of law as well as translate the skills you developed as a law student or attorney into other career fields.

A. What can you do with a Law Degree?

- **Alternative Dispute Resolution**
Arbitrator
Hearing Officer
Mediator
- **Contract and Procurement**
Contract Negotiator
Contract Specialist/Administrative Officer
Procurement Officer/Analyst
- **Criminal Justice**
Bank Fraud Investigator
Criminal Investigator
Customs Inspector
Immigration Inspector
Securities Fraud Examiner
Treasury Enforcement Agent
- **Financial Services**
Pension Law Specialist
Public Finance Consultant
Securities Compliance Examiner
Trust Officer/Administrator
Venture Capitalist 8
- **Insurance**
Civil Service Retirement Claims Examiner
Claims Representative/Manager
Document Compliance Specialist
General Claims Examiner
Health Benefits Program Analyst
Health Care Policy Analyst
Health Plan Member Services Coordinator
Insurance Agent
Insurance Fraud Investigator
Loss and Damage Claims Examiner
Risk Manager
- **Civil Rights**
Affirmative Action Officer
ADA Compliance Manager/Coordinator
Civil Rights Investigator
Equal Opportunity Compliance Specialist
Human Rights Administrator
- **Court Administration**
Bankruptcy Administrator
Court Administrator
Court Bailiff
Estate Administrator
Probation Officer/Director
- **Faculty and Administration**
Adjunct Faculty at a Law School
College/Community College Professor
Instructor for Bar Association-Sponsored CLE Programs
Law School Clinical Program Instructor
Law School Legal Research & Writing Professor
Law School Career Services Office Director/Administrator
Law School Alumni Relations Director (often involves fundraising)
- **Human Resources**
Employee Benefit Plan Specialist
Employee Disability Programs Manager
Employee Relations Manager/Specialist
Government Benefits Director
Health Plan Member Services Coordinator
Personnel Management Specialist
Retirement System Administrator
- **Labor Relations**
Industrial Relations Manager/Specialist
Labor Investigator
Labor Management Relations Examiner
Labor Negotiator
Labor Relations Manager/Specialist/Analyst
Wage and Hour Law Administrator
Wage and Hour Law Compliance Specialist

- **Legislation & Regulatory Affairs**
 Congressional Affairs Specialist
 Governmental Affairs/Relations Positions
 Legislative Analyst/Director
 Legislative Representative
 Lobbyist
 Policy Advocate/Analyst
 Regulatory Compliance Director
 Regulatory Impact Analyst
- **Publishing and Broadcasting**
 Legal Writer/Editor
 Law Correspondent/Reporter
 Legal Newspaper/Journal Publisher
 Technical Legal Information Specialist
- **Real Estate/Housing**
 Housing Advocate
 Housing Service Planner
 Land Law Examiner/Title Examiner
 Zoning Administrator

B. **Alternative Careers for Lawyers Websites of Interest (NALP Alternative Careers Committee)**

- www.bls.gov (U.S. Department of Labor, Bureau of Labor Statistics)
- www.job-hunt.org (Search for job resources by location or industry/profession.)
- www.jobhuntersbible.com (This is Dick Bolles' job search website that is intended to serve as a companion to his book "*What Color is your Parachute?*")
- www.lexisnexis.com/en-us/home.page
- www.opportunityknocks.org (Resource for nonprofit jobs and career opportunities.)
- www.rileyguide.com (Online salary guide and career research center resources.)
- www.indeed.com (Online
- www.craigslist.com
- www.lawjobs.com
- www.leavelawbehind.com

X. CPDO'S USEFUL ONLINE RESOURCES

Legal Employment Websites

- www.careerbuilder.com
- www.craigslist.org
- www.glassdoor.com
- www.indeed.com
- www.lawjobs.com
- www.lawcrossing.com (subscription required)
- www.monster.com

Newspapers with Job Listings

- Los Angeles/SF Daily Journal: www.dailyjournal.com (click on "Classifieds")
- Los Angeles Times: <http://www.latimes.com/>
- San Diego Union-Tribune: <http://www.signonsandiego.com/> (click on "Classifieds")

Government

Judicial Sites

- California courts (official): www.courts.ca.gov
- National Listing of Clerkships: <http://forms.vermontlaw.edu/career/guides/> (username: copper and password: beech)
- U.S. Courts (official site of the Federal Judiciary): www.uscourts.gov
- U.S. District Court, Southern District of CA: www.casd.uscourts.gov

Attorney General, District Attorney and City Attorney

- California Attorney General: www.caag.state.ca.us
- Prosecutor Links (provides over 450 prosecutor, US Attorney and AG offices nationwide): www.prosecutor.info
- Roster of California District Attorneys: www.cdaa.org/district-attorney-roster
- San Diego County District Attorney: www.sdcda.org
- San Diego Office of the City Attorney: www.sandiego.gov/cityattorney

Federal Government Job Websites

- Federal Jobs Digest (unofficial): www.jobsfed.com
- Capitol Hill jobs: www.hillzoo.com
- Presidential Management Fellows Program: <https://www.pmf.gov/>
- U.S. Federal Government job website listing Federal Jobs: www.usajobs.gov
- White House Internship Programs (Search key word: internship): www.whitehouse.gov

State/County/City Government Jobs (California)

- California Capitol Weekly: www.capitolweekly.net
- California State Association of Counties: www.csac.counties.org
- Official California State jobsite: www.jobs.ca.gov
- City of San Diego: www.sannet.gov
- County of San Diego: www.co.san-diego.ca.us/cnty/cntydepts/general/human_resources/examDB/openjobs.html
- State Personnel Board: <http://www.spb.ca.gov/>

Public Defender Jobs -California / National

- California County Public Defender / County Web Sites: <http://www.cpda.org/County/CountyPDWebSites.html>
- San Diego County: www.sdcounty.ca.gov/public_defender/index.html
- National Legal Aid and Defender Association: www.nlada.org
- New York Public Defender Link: www.nysda.org

Public Sector Jobs

- Government Jobs: www.governmentjobs.com
- Partnership for Public Service: www.ourpublicservice.org

Government Public Service Jobs

- www.psjd.org

Academic

- Academic Positions in Law: <http://www.academickeys.com>
- Association of American Law Schools: <http://www.aals.org/>
- Chronicle of Higher Education: <http://chronicle.com/>
- Job listings in Higher Education: <http://www.higheredjobs.com/>

Public Interest/Public Service

- Environmental career opportunities (partial listing of jobs is available without subscription): www.ecojobs.com
- Equal Justice Works - For public interest summer and postgraduate public interest jobs. California Western is a member: www.equaljusticeworks.org
- Idealist - Source for social impact careers: <http://www.idealists.org/>
- Pro Bono Net - "Lawyers serving the public good.": www.probono.net
- Public Service Jobs Directory - NALPs comprehensive clearinghouse of public interest opportunities for lawyers and law student members - (California Western is a member but you must register.) www.psjd.org
- Work For Good - Source of nonprofit career opportunities: <https://www.workforgood.org/>

Patent/Intellectual Property/Bio-Tech

- BioSpace – Jobs in the life sciences: <http://www.biospace.com/jobs/search-results.aspx/>
- William K. McLaughlin Associates – Recruiter for Patent Law Jobs: www.wkmclaughlin.com
- Dice – Jobs in technology, energy, healthcare, and more: www.dice.com

International

- Lawyers Without Borders – Site offering internships & permanent positions with international organizations worldwide: <http://www.lwob.org/>
- The Legal 500 – List of International Law Firms: <http://www.legal500.com>
- U.S. Department of State – Foreign Service Jobs: <http://www.state.gov/careers/>

Bar Association Websites

- American Bar Association: www.abanet.org
- Arizona Bar: www.azbar.org
- California Bar Association: <http://www.calbar.ca.gov>
- Nevada State Bar: www.nvbar.org
- San Diego County Bar Association: <http://www.sdcba.org/>

Non-Traditional Jobs

- Association of Corporate Counsel: www.acc.com
- BAI - Positions in banking: www.bai.org
- Best Colleges – Careers in Sustainability (or “green” careers): <http://www.bestcolleges.com/careers/green-jobs/>
- Entertainment Careers: www.entertainmentcareers.net
- Insurance Jobs: www.greatinsurancejobs.com
- Legal Publishers on the Net:
 - Rowman & Littlefield: www.rowman.com
 - Lexis Publishing: <http://www.lexisnexis.com/>
 - Thomson Reuters: <http://www.thomson.com/>
 - Research Institute of America / Warren, Gorham and Lamont: <https://tax.thomsonreuters.com/products/brands/checkpoint/ria-wgl/>
 - Westlaw: <http://legalsolutions.thomsonreuters.com/law-products/westlaw-legal-research/>
 - Wolters Kluwer (formerly Commerce Clearing house): <https://www.cchgroup.com/>
- Showbiz Jobs: www.showbizjobs.com

Legal Specialties and Resources

- Justia - Information about a variety of practice areas: www.justia.com/sitemaps.html
- HG Legal Resources - lists 260 sub areas of practice: www.hg.org/practiceareas.html
- Law Guru - Website to have questions answered by attorneys: www.lawguru.com
- Martindale - Profiles for over one million lawyers and firms in the U.S.: www.martindale.com