

**CAREER
PLANNING
MANUAL**

2009-2010

**BROOKLYN LAW SCHOOL
CAREER CENTER**

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I. THE CAREER CENTER

The legal job market demands a combination of solid academic training, student legal experience, and effective job search skills. Employers expect professional resumes, clear and concise cover letters, a polished interviewing style, and knowledge of their needs. Therefore, it is important to view the acquisition of job search skills as an integral part of your legal education, and to consider gaining legal experience while in law school a prerequisite to a post-graduate job. The Career Center will help you learn about the job market, identify opportunities for summer, part-time, full-time (for evening students) and post-graduate employment, and develop the skills and strategies necessary to secure productive and satisfying employment both during and after law school.

The thirteen-member staff of the Career Center includes nine attorneys, seven of whom are career counselors and two who are dedicated to employer relations. You will be assigned to a career counselor at the beginning of your first year, and you will consult with your assigned counselor throughout your three or four years here (and beyond, when necessary). Counseling sessions are by appointment. To make an appointment to see your counselor, please call the Career Center at 718-780-7963 or send an email to career@brooklaw.edu.

The Career Center is located on the second floor at One Boerum Place, across the street from the Law School and is open Monday through Thursday from 9:00 a.m. to 6:00 p.m., and Friday from 9:00 a.m. to 5:00 p.m. Career counseling is supplemented by a program of workshops and panel discussions, as well as a robust job development program designed to identify new markets and job opportunities.

Brooklyn Law School is a member of the National Association for Law Placement ("NALP"), a professional organization whose members include all ABA accredited law schools and many legal employers throughout the country.

A. Summary of Career Center Resources and Services

1. Individual Counseling

The legal job search presents unique challenges at each stage of your law school career. During counseling sessions, your career counselor will discuss your career goals, review interviewing and networking techniques, assist you with your resume and cover letters, and generally deal with all of your career-related issues and concerns. The first meeting with your career counselor is just the beginning. Your goals and strategies may change, and it is very important that you call on your career counselor regularly for assistance. Even if your goals do not change, it is important that you keep your counselor advised of what you are doing so that he or she can continue to guide your progress and insure that your career "building blocks" are being assembled correctly and in a timely manner.

2. Career Services Manager

The Career Center uses Symplicity Corporation's Career Services Manager ("Symplicity"), a comprehensive web-based system through which you can view announcements, quicklinks, alerts, and your own calendar right on your own Home Page. Using Symplicity, you will be able to upload resumes and other documents, look for jobs, search for employers by practice area, apply for positions on-line, submit resumes in connection with our Fall On-Campus Interviewing Program, and RSVP to our events. Career Center workshops and events will be posted on Symplicity in "Events" and in the "Announcements" section of your Home Page.

You can access Symplicity through the Brooklyn Law School portal at <https://blsconnect.brooklaw.edu/career>, and click on "Finding Your Job/Career Development," and then click on "Symplicity CSM" where you will also find the Quick Guide to Using Symplicity, or you can reach the site directly at <https://law-brooklaw-csm.symplicity.com/students>. To log on, use your Brooklyn Law School email address and the password you have received from Symplicity. Be sure to consult the Quick Guide before using Symplicity for the first time.

3. Interview Preparation

If you are unsure about your interviewing skills, or if you simply have not interviewed before, we suggest that you arrange an interview preparation session with your counselor who will ask critical interview questions and identify potential weak spots. In addition, we will present workshops on interviewing skills during the school year which will be listed on the CSM in the "Announcements" section of your Home Page.

4. Computer/Copier/Fax Resources for Students and Graduates

The Career Center's Computer Room houses three computer terminals and a printer for student and graduate use in preparing resumes and cover letters. Three additional computers are located in the Career Center Resource Library. All of these computers offer Internet access. A copy machine is available at no charge for making copies of Career Center library resources and other materials related to the job search. A fax machine is available, also at no charge, for faxing employers requested materials.

5. Programs and Workshops

In addition to specialized skills workshops, presented by members of the professional staff, that focus primarily on networking and interviewing skills, we also sponsor Practice Area Programs. The programs present different perspectives on "hot" practice areas, provide substantive information about the area of practice, and describe what a lawyer actually does in the particular field. We also present programs about alternative legal careers such as financial services, banking, and securities compliance.

Our Public Sector Informational Programs are quite popular. Representatives of various public sector employers discuss job opportunities with their agency or organization and how to apply for them. For example, we routinely host representatives from the New York City Law Department, various offices of the District Attorney, the Federal Bureau of Investigation, and the New York City Department of Investigation, just to name a few.

All of our programs provide excellent networking opportunities. Notices are posted on your Home Page under “Announcements”, on the bulletin boards inside and directly outside the Career Center, on the Career Center’s bulletin board on the fourth floor of the main building, and on the monitors in the main building.

6. Diversity Recruitment

We help our diversity students participate in various diversity recruitment programs and job fairs such as: the Diversity Summer Fellowship Program of the New York City Bar Association, which places first-year diversity students with major law firms; the IMPACT Career Fair for Law Students and Attorneys with Disabilities; the National LGBT Bar Association Career Fair and Conference (a/k/a Lavender Law); the AFL-CIO Minority Outreach program; the Minority Judicial Internship Program sponsored by the New York County Lawyers’ Association; and a number of other diversity programs.

7. Public Service/BLS Public Service Grants

Extensive job development in the public sector has led to increased placements both in public interest organizations, not-for-profit companies, and government agencies, as well as in private sector firms practicing public interest law. Through BLS Public Service Grants, many students are able to take excellent part-time and summer positions in the public sector that otherwise would be non-paying.

8. Resource Library

Although much material is available on the Internet, the Career Center maintains an impressive Resource Library of the latest books, directories, and periodicals containing information about a wide variety of legal employers. It also includes numerous books on career planning and job search strategies generally. A list of the Career Center’s Resource Library holdings is included as Appendix H to this *Manual*.

9. Job Development

Continuing the Career Center’s long-standing commitment to job development activities—the identification of markets and the establishment of relationships with employers—the Associate Director for Employer Relations, Private Sector as well as the Associate Director for Government Relations meet regularly with law firms, government agencies and corporations in metropolitan and suburban markets to establish new relationships for future

hiring, learn about hiring trends, and identify currently available opportunities for students and graduates. The Law School's alumni base of over 17,000 practitioners is a valuable asset in the Career Center's ongoing job development efforts.

10. Bar Association Liaison

Members of the professional staff serve on bar association committees related to career planning and development. Our presence on these committees enables us to influence policy, assures you of receiving the most current information about hiring trends, relevant seminars and workshops, and provides us with opportunities to develop special programs with practicing attorneys.

11. Career Services for Graduates

Graduates are entitled to all of the services of the Career Center which they received as students (except participation in the Fall On-Campus Interviewing Program), including individual counseling, access to library resources, and invitations to all of our programs and receptions. In addition, graduates are granted password-protected Internet access to all of the Career Center's job listings. The Career Center maintains reciprocal arrangements with the career services offices of out-of-state law schools for graduates seeking positions outside New York State. These arrangements permit our graduates to access the job listings and other resources of these out-of-state schools. The Center can also facilitate contact with Brooklyn Law School alumni who practice in almost every state in the country.

II. EMPLOYMENT OPPORTUNITIES

A. Your First Summer And Beyond

1. General Considerations

The highly competitive legal job market and the great emphasis employers place on legal experience in their permanent hiring decisions demand that students supplement summer legal experience with part-time legal work during their second and third years of law school. You can obtain such experience through a combination of paid positions and internships for credit (BLS Public Service Grants are available for many unpaid internships), as well as through the Law School's in-house clinical offerings for which you receive academic credit. American Bar Association regulations limit part-time work to 20 hours per week for full-time students.

It is important to evaluate part-time positions based on the quality and type of experience offered. You need not limit yourself to a particular practice area or type of employer because skills are transferable across practice areas. However, if you have a definite interest and/or prior experience in a particular practice area, you may wish to build a specialized resume. This is especially important for careers in public interest. You should keep in close touch with your career counselor for resume-building advice.

The importance of part-time work cannot be underestimated. In addition to providing you with a competitive resume, it sometimes leads to summer employment and/or to the development of contacts that can lead to post-graduate employment.

First year students will begin their legal work during the summer following their first year in law school. Since most large and mid-size law firms do not offer summer employment to first year law students, finding paid legal summer employment after the first year can be difficult but it is not impossible. Smaller law firms and a few government agencies do offer paid positions, but most government agencies and public interest organizations do not. However, if you are eligible for a BLS Public Service Grant, you will be paid \$12.00/hour for your work in a government agency, public interest organization, or for a judge. Usually, the Grant amounts to approximately \$5,000 for the summer.

The BLS Public Service Grant is aimed at increasing students' ability to meet their law school expenses while gaining legal experience and serving the community. You should address all questions about securing eligible placements to your career counselor, and all questions regarding your eligibility to the Office of Financial Aid. Public Service Grants may be used for work on or off campus. On-campus jobs include research positions for professors and support positions in some of the Law School's administrative offices.

Most off-campus Public Service Grant positions are with public sector employers, i.e. government agencies, public interest organizations, and the courts. With guidance and counseling from the Career Center, students secure their positions through the Career Center's job listings. Please note that the Public Service Grant may not be used for positions in the private sector even if the positions are unpaid (except for positions in firms practicing public interest law). In addition, Public Service Grants are awarded on a "first come, first served" basis until the funds are depleted, and there is no guarantee of availability.

An excellent alternative to paid employment is participation in Brooklyn Law School's clinical programs where you can work for any number of civil or criminal law organizations as an extern, or participate in one of the excellent in-house clinics. Most clinical programs are available during the school year and in the summer, and you will receive law school credit. The clinical faculty presents informational programs several times a year, and they are available to speak with you throughout the year regarding the in-house clinics. If you are interested in securing an externship for credit, you should discuss this with your career counselor.

The Career Center participates in several formal recruitment programs. The Fall On-Campus Interviewing Program brings legal employers to Brooklyn Law School during the late summer and throughout the fall to interview second, third and fourth year students for summer and permanent positions. The Program attracts national law firms, large federal, state and local government agencies, and major public interest organizations. For students especially interested in the public sector, the Equal Justice Works Job Fair in October and the NYU Public Interest/Public Service Legal Career Symposium in February are important recruitment

programs. In addition, the Career Center participates in several minority job fairs, most notably the Northeast BLSA Job Fair, and a national patent law job fair. However, most Brooklyn Law School students obtain their summer, part-time and full time positions with smaller law firms, government agencies and public interest organizations through our job listings, networking, and personal contacts.

SOME RESOURCES FOR STUDENT LEGAL EMPLOYMENT

Online Job Listings

Password-protected listings of part-time and summer jobs, full-time jobs for evening students, and post-graduate jobs for graduating students and graduates are available on Symplicity, located at <https://law-brooklaw-csm.symplicity.com/students>. New listings are added daily. Six terminals and dedicated printers are available in the Career Center for student use. You received your ID and password by email from the Career Center. If you are having trouble accessing the site, please contact your career counselor.

PSLawNet.org

The website, www.pslawnet.org, is a web-based national database that permits law students to search for opportunities with public interest organizations and government agencies in the New York metropolitan area as well as across the country.

AttorneyJobsOnline

The web site, www.attorneyjobs.com, sponsored by Federal Reports, Inc. and the West Group, includes listings of summer opportunities in government agencies, international organizations, and private sector nonprofit organizations. The web site is accessible with the Westlaw password that you will receive through the Law School.

2009-2010 Government Honors & Internship Handbook. Published by the University of Arizona James E. Rogers College of Law, this Handbook contains information about summer and post-graduate honors and internship programs at many federal agencies. You can access the Handbook at <http://www.law.arizona.edu/career/honorshandbook.cfm>. Please contact the Career Center to obtain the current user name and password needed to access the Handbook online.

America's Greatest Places to Work With a Law Degree, Kimm Walton (book)

Guerrilla Tactics for Getting the Legal Job of Your Dreams, 2nd Ed., Kimm Walton (book)

See Appendix H for a complete list of books, directories, periodicals and newspapers available in the Career Center's library.

2. Issues Confronting Evening Students

We recognize that many evening students come to law school with well-paying, non-legal jobs, as well as with family and other financial and time commitments. Therefore, many cannot take full advantage of legal job opportunities during law school. This is unfortunate. Evening students who do not obtain any legal experience during law school, either full-time or during the summer, will find it hard to compete for post-graduate legal positions. To the extent possible, evening students should consider seeking a legal position after the end of their second year in law school, and should consult with their career counselor about making such a transition. The Career Center receives many excellent full-time job listings for evening students from legal employers.

An alternative is to obtain a summer position and take a leave of absence from your regular job, if possible. It is important to network, to think creatively, and most importantly, to consult your career counselor who can help you understand your options and make informed career decisions. The Career Center is open until 6:00 p.m. except on Friday, and early or late appointments can be arranged.

We understand that because of your time constraints you may not be able to attend some of our programs, but please keep in mind that they are an excellent way for you to learn more about specific practice areas in a short period of time and develop a framework for your job search. We have made every effort to schedule programs at the lunch hour or at 5:00 p.m. In the event you cannot attend a program in which you are interested, please note that many of the Career Center programs are recorded, and are available as videos or podcasts (audio and video) online at <https://blsconnect.brooklaw.edu/career/videos>.

III. CAREERS IN THE LAW

A good legal job is one that gives you solid legal training and provides you with the experience to pursue any number of career options. With this in mind, you will be able to think more creatively about job options during law school and after graduation. It is generally difficult to begin practicing in a specialized area of the law unless you build a resume in that area from the very beginning of law school. In fact, however, most of you will not even know what area of the law you like or in which you can work most effectively until you have begun your student legal experience. Of course, if you do develop a resume of specialized experience during law school, or if you have entered law school following a specialized career, you will be in a better position to choose among practice areas or types of employers at the outset. If you have the option to choose among types of employers, you may want to consider factors such as area of practice, service to society, size, location, flexibility, salary, atmosphere and prestige. The following section outlines some typical career opportunities for lawyers today, in which positions as student interns or student law clerks are also available.

A. Law Firm Practice

Lawyers in private practice are in the business of delivering legal services to clients for a fee. The term private practice includes the solo practitioner as well as a law firm of several hundred attorneys. Differences in size determine salary, hours, atmosphere, client contact, and entry-level opportunities. Size is relative to geographical location. The categories included below are based upon law firms in New York City.

1. The Small Law Firm (2-40 Attorneys)

Small firm practice often attracts graduates who want more client contact and responsibility at an earlier stage in their careers. Most small firms are general practice firms. They do not departmentalize, and it is quite possible for a first or second year associate to work on matters in a number of different practice areas. However, some small firms do specialize. These "boutiques", as they are known, seek to hire students and graduates who have demonstrated an interest in their particular specialty or have an undergraduate degree or work experience in a particularly relevant area.

Small law firms do not have structured hiring programs, nor do they follow any kind of hiring patterns. Generally, they hire on an "as needed" basis. They are most likely to hire second year students in late spring for summer positions and recent graduates in the late summer and fall following the bar examination. They almost never participate in the Fall On-Campus Interviewing Program, nor do they widely advertise their positions. They are more likely to rely on the referrals or recommendations of colleagues, and upon listings with law school career services offices. This is why networking and attention to our job listings are especially important. Unlike the larger firms, most smaller firms place less emphasis on academic criteria. They seek students and graduates with relevant experience that will enable them to "hit the ground running."

2. The Mid-Size Law Firm (40-100 Attorneys)

The mid-size law firm may be loosely structured, like a small firm, or formally structured and departmentalized like a large firm. Many branch offices of large law firms fall into the latter category. A mid-size firm may intend to remain at a certain size, or it may wish to become a larger firm through entry-level and lateral hiring, merger with another firm or both.

The hiring patterns of mid-size firms also differ widely. Those that pattern themselves after larger firms tend to have formal summer associate programs and recruit on campus during the fall hiring season. However, many mid-size firms do not follow structured hiring patterns, and will hire on an "as needed" basis in the same manner as the small firms. Emphasis on academic criteria is mixed, with many mid-size firms following the large firm pattern.

3. The Large Law Firm (100+ Attorneys)

Large law firms tend to provide greater opportunities for specialization, in-depth training, and the highest initial starting salaries. However, long hours, less independence and a highly competitive atmosphere are frequently associated with large firm practice. Large law firms are almost always departmentalized. It is extremely difficult to become a partner in a large firm, and partnership decisions frequently are not made before ten years.

Large firms recruit second and third year students almost exclusively during the Fall On-Campus Interviewing season, and many of their first-year associates are drawn from the second-year summer program. There is almost always an emphasis on class rank, as well as law review or journal membership, and/or moot court honor society membership.

SOME RESOURCES FOR LAW FIRM PRACTICE

Martindale-Hubbell

Students can generate lists of firms by practice area, size and geographic location using this web site, www.martindale.com.

WESTLAW

Contains the online version of West's Legal Directory.

National Association for Law Placement (NALP)

This organization's web site, which can be accessed at www.nalp.org, contains information on legal recruitment and hiring, professional development, career paths, and contains an extensive research library.

2009-2010 NALP Directory of Legal Employers identifies large and mid-size firms by geographic location. It can be found at www.nalpdirectory.com.

Directory of Long Island Law Firms, prepared by the Career Center in mail merge format and Excel.

Directory of New York City Law Firms, prepared by the Career Center in mail merge format and Excel.

Directory of New Jersey Law Firms, prepared by the Career Center in mail merge format and Excel.

Directory of Westchester Law Firms, prepared by the Career Center in mail merge format and Excel.

Vault Reports

This company publishes several Guides, all of which can be found in the Career Center's Resource Library. They include the Guide to the Top 100 Law Firms.

America's Greatest Places to Work with a Law Degree, Kimm Walton (book)

Law Firm Web Sites

Most large and mid size firms have web sites that usually can be accessed through the firm name or initials.

B. Corporations

Practice in a corporation compares favorably to law firm practice. Salaries and benefits are comparable, and hours are usually (although not always) better. While many corporations still refer their more complex matters to outside law firms, many others have responded to rising legal costs by increasing their legal staffs in order to handle more matters in house. This trend has made corporate legal positions more interesting, challenging and sought-after. Although very few corporations hire recent law school graduates, several have summer programs for first and second year students which are available through the Career Center's job listings. If you are interested in eventually working for a corporation, you should try to obtain one of these summer positions, in addition to law firm experience that will give you a solid litigation, corporate or real estate background.

SOME RESOURCES FOR CORPORATIONS

Directory of Corporate Counsel (Two Volumes)

Published annually, contains alphabetical listings. The Directory is available in the Career Center and online through Westlaw.

Corporate Yellow Book, Spring 2009

Available in the Career Center's library.

Corporate Counsel (magazine)

Published monthly and available in the Career Center's library.

C. Government

Government practice is a particularly attractive career choice for law school graduates. Although there is a substantial difference in salary levels between the larger law firms and government agencies, the difference is less significant when compared to smaller law firms. Hiring patterns vary among government agencies, but most prefer to hire someone who has

worked for them previously or who has demonstrated an interest in government work through clinical experience, summer employment or experience prior to law school.

1. The Federal Government

As a lawyer with the United States government, you can obtain experience in nearly any type of legal practice, including environmental law, consumer protection, labor law, international relations, immigration, energy law, civil rights, contracts and procurement, torts, securities, business and tax law and intellectual property. A government lawyer usually has more responsibility than an associate in a law firm, and the work often involves issues of national significance. Practicing as a government lawyer can be a very rewarding and exciting experience.

In many regulatory agencies, lawyers are heavily involved in investigations, rulemaking, and administrative trial practice. Attorneys who work in agencies where federal programs are planned and developed become skilled in writing and interpreting regulations, drafting opinions and briefs, reviewing legislation, and advising program managers.

There is some opportunity for trial experience, notably with the Department of Justice and with certain divisions of agencies such as the Federal Trade Commission, Securities and Exchange Commission, the Internal Revenue Service among others. In addition, government lawyers frequently assist Justice Department lawyers in handling cases that have passed through their own agencies before being turned over to the Justice Department for final resolution in the federal courts.

Government lawyers are not required to take the Civil Service Examination. Each agency establishes its own application procedures and there is no central source of information for job vacancies. You must apply separately to all of the agencies which interest you. The Career Center receives many listings of positions with government agencies and you will find them in our online job listings database. In addition, AttorneyJobsOnline.com, which you can access with your Westlaw password, contains the online versions of the *National and Federal Legal Employment Report* and the *Summer Legal Employment Guide*, both excellent resources for government listings.

Some government agencies have regular recruiting and hiring programs every year. Others hire only as vacancies occur. Many large agencies have application deadlines early in the fall for both summer and permanent positions. Numerous federal agencies have offices in New York City, and offer opportunities for summer positions. Watch our job listings for announcements of government positions and application deadlines or visit www.usajobs.opm.gov. Many government agencies also have their own websites, with information about that particular agency's hiring practices. Remember, much federal government hiring depends primarily upon congressional budget allocations. You can try to predict areas of government hiring by asking yourself what the nation's priorities are and which

agencies will carry out these priorities. Chances are, hiring will increase in these agencies. You should also consult with your career counselor who can help you identify these areas.

One extremely useful and important resource that you should regularly consult is the Government Honors and Internship Handbook, published by the University of Arizona Law School, which can be found at www.law.arizona.edu/career/honorshandbook.cfm. Please contact the Career Center for the current user name and password needed to access the Handbook online.

Applications for federal government positions usually include a resume, transcript, and OF-612 Form. The OF-612 Form is the standard government application form used by most federal agencies. If you plan to apply to several different agencies, be sure to make photocopies of your completed OF-612 Form before you sign it. Photocopies may be submitted as long as they bear an original signature (it is best to sign in blue ink). The OF-612 Forms and information about how to complete them are available in the Career Center. In cases where the application requires any form other than the OF-612, you should contact the employer directly to confirm exactly which materials you must submit.

2. New York State Government

Legal positions in New York State government are as varied as those in the federal government. Opportunities exist for attorneys interested in numerous substantive areas and for litigation, regulatory, investigative, and administrative work.

Application procedures vary from agency to agency depending upon job classification. There are three classifications of attorney positions within state government--competitive, exempt and non-competitive. Attorneys in competitive positions, filled by interviewing candidates from the Legal Specialty Area Examination, receive protection under the State Civil Service Law. Exempt positions, filled by state appointment independent of any Civil Service list, are at-will employees and receive no Civil Service protection. A hybrid of the two, non-competitive positions, are not exempt positions and are not filled by an examination because the skills required are generally non-quantifiable (e.g. litigation skills). However, attorneys are given tenure protection after one year of service. There is no predictable mix of competitive, exempt and non-competitive positions within the state agencies. The mix varies depending upon factors such as budget, agency need, history and politics.

As in the federal government, most state agencies hire when there is a vacancy. You should not become discouraged if your initial efforts are not successful. Most agencies prefer initial contact by letter, but follow-up is essential. Most state agencies hire in the spring or early summer when budget allocations are finalized, and list their positions with the Career Center. There are many opportunities for summer internships.

The Directory of Legal Careers in New York State Government contains detailed information about legal employment with over fifty state agencies, commissions and

authorities, and information about the New York State Civil Service legal examination and an explanation of the Civil Service system. Another publication, *The New York State Directory*, contains information about the Governor's Office and New York State executive departments and agencies, the New York State legislature, and New York congressional and senatorial delegations. Both of these publications are available in the Career Center. Also visit New York State's official website for additional information at www.state.ny.us.

3. New York City Government

Among the most sought-after positions are those with the offices of the District Attorney in the five boroughs, and with the New York City Law Department, Office of the Corporation Counsel which represents the City of New York. Assistant District Attorneys prosecute persons accused of crimes. They are given enormous responsibility for substantial caseloads and opportunities to grow and develop as litigators. Lawyers for the Corporation Counsel represent New York City in a variety of civil matters, including torts, real estate, and civil rights, and in one area of criminal law (the Family Court Division), and are given responsibility for substantial caseloads. Student interns are able to appear in court under a special practice order of the Appellate Division.

Other city agencies, including the Department of Finance and the Department of Housing Preservation & Development, also employ recent graduates. Each of the City's Mayoral agencies has its own general counsel's office which employs as many as 30 attorneys. Attorneys in the general counsel's offices work with and advise Corporation Counsel attorneys during pending litigation, develop legislation and handle a wide variety of substantive matters. A few agencies, such as the Department of Housing, Preservation & Development, have their own staff of litigators. In most cases, however, the Corporation Counsel itself litigates on behalf of City agencies. In larger and medium size agencies, attorneys work at the program level and tend to specialize. For example, attorneys at the Department of General Services may concentrate on purchasing contracts or real estate matters depending upon the division in which they work. There are also positions available where legal training is helpful but not essential to the position.

Most city agencies hire as vacancies occur and list positions with the Career Center. It is important to remember that many of these agencies prefer to hire former interns and students who have demonstrated an interest in working in City government through participation in clinics, fellowships and other programs. However, the District Attorney's offices and the Corporation Counsel also hire recent graduates. They recruit in the fall and participate in our Fall On-Campus Interviewing Program.

The most effective way to apply is to contact the general counsel's office or human resources department of a particular agency directly. You can also contact the New York City Department of Personnel which maintains a centralized list of openings in City government. However, you will have to wade through listings for all types of jobs to identify attorney positions. You can also take the Civil Service Examination which renders you eligible for certain

competitive positions. Competitive positions are filled by interviewing candidates from the Civil Service list. Attorneys in these positions receive protection under the Civil Service Law. Contact the Department of Citywide Administrative Services at (212) 669-1357 for information about the administration of the examination for attorneys. Also visit New York City's official website for additional information at www.nyc.gov.

SOME RESOURCE MATERIALS FOR GOVERNMENT

AttorneyJobsOnline, accessible through Westlaw or at www.attorneyjobs.com. This successor to the *National and Federal Legal Employment Report* contains listings of government and other public sector positions nation-wide. You will need your Westlaw password.

2009-2010 Government Honors & Internship Handbook. Published by the University of Arizona James E. Rogers College of Law, this Handbook contains information about summer and post-graduate honors and internship programs at many federal agencies. You can access the Handbook at www.law.arizona.edu/career/honorshandbook.cfm. Please contact the Career Center to obtain the current user name and password needed to access the Handbook online.

The 2008-2009 Green Book, Official Directory of New York City

The 2008-2009 New York State Directory
Information on New York State offices.

Carroll's State Directory 2009
Information on Executive, Legislative and Judicial offices and personnel.

The Directory of Legal Careers in New York State Government

Web Sites

PSLawNet: www.pslawnet.org.

For New York City: www.nyc.gov.

For New York State: www.state.ny.us.

For the federal government: www.jobsfed.com (follow the links) and www.usajobs.com.

D. Public Interest Practice

a. In General

Public interest lawyers represent individuals who might otherwise lack meaningful access to the legal system, and handle issues that otherwise may not be heard in the courts, so as to improve the quality of life for or vindicate the rights of their client populations. While limited resources in many non-profits make many public interest salaries on the low side, opportunities for professional development are everywhere, the work is deeply gratifying, and

new federal loan payment and loan forgiveness for those in public interest offset the lower salaries.

Some public interest internships are salaried, but most will be funded through BLS Public Service Grants or fellowship funds, such as through Brooklyn Law School's Edward V. Sparer Public Interest Law Fellowship Program and the BLSPI Fellowship Program. The School also has several international human rights fellowships. Information on fellowship programs is available on the Portal at <https://blsconnect.brooklaw.edu/academics/publicservice/funding/Pages/default.aspx>. and through the Director of Public Service Programs.

The timing of permanent offers for public interest positions depends upon the availability of funding and staff turnover. The Legal Aid Society and other public defenders typically hire on an “as needed” basis, as do most civil legal services providers such as Legal Services, Corp. and most issue oriented non-profits. That means that graduating students may find it most useful to apply later than their peers looking for corporate positions—in the spring and, if necessary during and after the bar exam. While some public interest organizations, especially the policy organizations, require experience, most of the direct services organizations including The Legal Aid Society and Legal Services do hire recent graduates.

Most other public interest organizations are relatively small firms (under 50 attorneys) and hire only when openings occur. While competition for these jobs is often intense, prior commitment to public interest (as evidenced by internships or experience prior to law school) and networking are equally if not more important than academic performance. Persistence is also important; rejection by a public interest organization is frequently a question of timing. Try again.

There are two major public sector job fairs for law students and recent graduates each year. Equal Justice Works hosts a public sector job fair in late October in Washington, D.C. This job fair is open to students and graduates from any law school and is typically attended by over seventy-five government and public interest employers based across the nation. The Public Interest Legal Career Fair for law schools in the Northeast takes place in late February and is hosted by New York University School of Law. This is a two-day job fair and is typically attended by more than 100 government and public interest employers. Information about these fairs is available on the Portal at <https://blsconnect.brooklaw.edu/academics/publicservice/employment/jobfairs/Pages/default.aspx> , and through the Public Service Programs Office. Also look for announcements on the Symplicity.

Public interest law firms exist in many forms including private and non-profit firms, those with a civil or criminal or particular issue focus, and those providing direct services, engaging in broad based litigation, or policy advocacy. And, every combination of the above.

(i) Policy Organizations

Policy organizations work to effect social change through legal and policy channels. Examples of such organizations are the American Civil Liberties Union, the NAACP

Legal Defense and Education Fund, Earthjustice, the National Center for Law and Economic Justice, and the Software Freedom Law Center. These organizations undertake litigation which presents significant legal questions, affects a large number of people, and/or has the possibility of resulting in systemic reform. In addition to broad-based litigation, attorneys in these and similar organizations participate in legislative and administrative policy reform activities, including proposing, negotiating, and lobbying for legislation and regulatory change. Competition for these positions is fierce and many of the organizations do not offer entry-level positions. Some, such as the ACLU, offer post-graduate fellowships to graduating students. Most offer summer and part-time internships. Many policy organizations have extensive Web sites containing information ranging from the work of the organization to internship, job and fellowship opportunities.

(ii) *Civil Legal Services*

General civil legal service organizations are often community and neighborhood-based offices which provide free civil legal assistance to low-income persons, with most cases involving areas such as family law, domestic violence, housing, access to health, government benefits, consumer protection, predatory lending, veterans' rights, or employment law. Most have a general civil practice, but some offer specific expertise such as in elder law or AIDS law. While the major focus is on individual case work, opportunities also arise for lawyers to be involved in impact litigation, community education, and legislative advocacy.

These offices provide opportunities for extensive client contact and trial experience and give staff attorneys primary responsibility for case selection and determination of litigation strategy. Staff attorneys research issues arising in their clients' cases, draft motions and memoranda, argue motions and negotiate settlements or conduct trials. While permanent positions in programs located in major urban areas are often competitive, recent graduates are hired. Most legal services offices offer summer jobs, internships and school-year externships that may be less difficult to obtain, and provide experience and evidence of the commitment to legal services that employers look for when making permanent hiring decisions. Examples of such organizations include: The Legal Services Corporation, which encompasses MFY Legal Services (Manhattan), Brooklyn Legal Services-Corporations "A" and "B", Bronx Legal Services, and other units; and The Legal Aid Society of New York's neighborhood offices, which encompass the Juvenile Rights Division, a Homeless Rights Project and Brooklyn Office for the Aging, for example.

(iii) *Criminal Legal Aid and Public Defenders*

Attorneys in these federal, state and locally-funded offices serve as court-appointed counsel and represent indigent persons in criminal cases. Staff attorneys have primary responsibility for strategizing, preparing and conducting trials, interviewing clients and witnesses, motion practice, and legal research and writing. Most state public defender offices start new attorneys with misdemeanor cases and within two years they may be conducting felony trials. Office organizations vary—in some, attorneys handle their own cases from pre-

trial through sentencing; in others, attorneys have responsibility at any one time for certain portions of the proceedings. Other offices handle only appellate work, with an emphasis on research, writing and appellate argument. Public defenders hire attorneys at entry-level, but most require a demonstrated commitment to criminal work. Summer and part-time internships are available at almost all offices.

(iv) Advocacy Groups for Specific Populations

Many organizations practice law and advocacy in a specialized field such as the environment or education or on behalf of the rights of certain groups such as the disabled, Mexican-Americans or children. Advocacy in this type of setting involves substantial client contact, community education, and legislative advocacy. Many of these organizations have relatively small staffs and community-based offices located near the client group they serve. Earthjustice, the HIV Law Project, Advocates for Children, the Gay Men's Health Crisis and the Asian American Legal Defense and Education Fund (AALDEF) are examples of this type of public interest organization. Most of these organizations offer summer employment and will consider recent graduates for permanent positions.

(v) Private Sector Public Interest Law Firms

A small core of private firms engage in public interest practice. Many firms specialize in civil rights practice, labor law, first amendment cases, whistle blower protection, and other public interest fields. Most of these firms are small, and some have paid summer positions. Opportunities for permanent positions tend to be highly competitive and sporadic.

b. PSLawNet.org

PSLawNet.org is an invaluable resource for academic-year and summer internships, as well as for post-graduate jobs and fellowship opportunities. PSLawNet is a web-based national database that permits users to search for opportunities with public interest organizations and government agencies in their local area or anywhere across the country. PSLawNet allows students to search by criteria such as: geographic location, legal subject area, context (judicial, government, non-profit or public interest firm) and type of job (including internship, attorney position or fellowship). Placements are available in the areas of civil rights, criminal law, environmental law, consumer law, disability law, poverty law and racial justice, to name but a few.

All Brooklyn Law School students can log on to PSLawNet. Students register using their email address as their username and may select their own password.

SOME RESOURCE MATERIALS FOR PUBLIC INTEREST PRACTICE

PSLawNet at www.pslawnet.org.

Equal Justice Works at www.equaljusticeworks.org.

The Directory of Legal Aid and Public Defender Offices

A nationwide listing of legal aid and public defender offices.

Serving the Public: A Job Search Guide

A directory sponsored by Harvard Law School for those seeking public interest work. See especially the section on public interest organizations and government agencies by subject.

The Portal's public service section (under Academics) contains many additional resources and can be accessed at <https://blsconnect.brooklaw.edu/academics/publicservice>.

RESOURCES IN SPECIFIC SUBSTANTIVE AREAS

Washington, D.C. Internships in Law & Policy

International Public Interest Law: A Guide to Opportunities in the United States and Abroad

The Big Green Internship Book (Public Interest & Environmental Internships)

E. Post-Graduate Judicial Clerkships

A judicial clerkship is a post-graduate, full-time paid position working for an individual judge or a group of judges in a federal or state court. Students entering their last year of law school and graduates may apply for judicial clerkships. The faculty Judicial Clerkship Committee, assisted by the Career Center, has the primary institutional responsibility for helping students obtain federal clerkships during the regular clerkship recruiting seasons. In addition, the Career Center tracks timely clerkship opportunities and publishes them online through a Judicial Clerkships link which can be found at https://blsconnect.brooklaw.edu/career/postgrad_clerkships and in its job listings. The Career Center also offers a complete mail merge and mailing service for federal and state clerkship applications. This service extends to recommendation letters written by faculty members and others. These services are detailed in each year's edition of the Clerkship Committee's *Judicial Clerkship Manual*. Students interested in obtaining post-graduate clerkships should watch for the information sessions presented by the Clerkship Committee and the Career Center.

SOME RESOURCES FOR JUDICIAL CLERKSHIPS

Judicial Clerkship Manual, prepared by the Judicial Clerkship Committee

Comprehensive guide to federal judicial clerkship procedures. The Manual contains a complete list of all federal court judges, federal magistrate-judges, and specialized court judges such as Bankruptcy Court. The Manual is updated annually and is available in April of each year from the Career Center and online at https://blsconnect.brooklaw.edu/career/postgrad_clerkships.

The American Bench (Judges of the Nation)

Contains biographical information on nearly 18,000 judges from all levels of federal and state courts.

The Judicial Yellow Book

A directory of both federal and higher state courts.

Almanac of the Federal Judiciary (2 Volumes)

These volumes contain profiles and evaluations of all of the judges of the United States Circuit and District Courts.

The Complete Online Guide to State Court Judicial Clerkships

A state-by-state directory of application procedures, salary information and contacts compiled annually by the Vermont Law School can be found online at <http://forms.vermontlaw.edu/career/guides>. Please contact the Career Center to obtain the username and password which is necessary to access the site.

NALP Federal and State Judicial Clerkship Directory

A listing of opportunities and application procedures for federal and state judicial clerkships prepared by the National Association for Law Placement.

F. Alternative (Non-Traditional) Careers

The terms "alternative" and "non-traditional" have been used to describe law-related positions in which a law degree enhances a person's credentials but is not a necessary qualification. Law-related positions can be found in many fields, such as financial services, compliance/risk management, banking, education, health, accounting, securities, insurance, real estate, mediation, arts/media, and management. Legal publishing is also an excellent source of non-traditional careers for lawyers. Publishers such as West Publishing Company and Brownstone Publishers occasionally seek editors with a legal background. A related area is library science. Law librarians have both J.D. and M.L.S. degrees and find employment in law schools, courts and government offices, as well as in a growing number of law firms.

Legal training is also valuable for non-legal positions in government. Legislators, for example, frequently have legal backgrounds. Other related work includes the administration of departments and agencies, land-use planning, political campaigns, the investigation of white collar corruption within government, and research. Legal training is also helpful to lobbyists.

SOME RESOURCES FOR NON-TRADITIONAL CAREERS

J.D. Preferred: 600+ Things You Can Do With A Law Degree

Available online at www.attorneyjobs.com.

Non-Legal Careers For Lawyers

See Appendix H to this *Manual*, specifically the section on Alternative Careers

G. Academia

Scholastic achievement, a prestigious judicial clerkship, and membership on law review or journal, are some of the common prerequisites for entry-level faculty positions in law schools. With these credentials you may be able to join a law school's legal writing faculty, but if you want to teach substantive courses, you will have to develop expertise and/or recognition in a particular field of law. Teaching positions are also available at colleges and universities that offer law-related courses not requiring this level of expertise or qualifications.

SOME RESOURCES FOR ACADEMIA

The Association of American Law Schools offers three services:

The Faculty Appointments Register

The Placement Bulletin

The Faculty Recruitment Conference

IV. RESUMES, COVER LETTERS AND OTHER JOB SEARCH DOCUMENTS

The information that follows represents only the most basic guidelines for the preparation of resumes and cover letters. Your counselor will personalize this material for you during your first counseling appointment. It is extremely important that you meet with your assigned counselor frequently, but in no event less than once each semester to be sure that your resume and cover letters are up to date and appropriate. Some suggested resume formats are included in Appendices B and C.

A. Resumes

1. In General

A resume is a summary of your education, work experience, and achievements. Together with the cover letter, it is the critical first step in the job search process, determining whether the employer will grant you an interview. As you will not be there to clarify or modify your resume when a prospective employer initially reviews it, the resume must be concise, clear and direct, and free from errors. Most of you have prepared resumes at some point before coming to law school, whether for summer jobs or first careers. But a legal resume is different in some respects from other resumes. Recognizing these differences and incorporating them into your new resume is extremely important.

2. Content of the Resume

Name, Address and Other Contact Information

Your name, address, telephone number and e-mail address should be centered at the top of the page, beginning approximately 1 inch from the top. You may use all capital letters or not, as you prefer, although the more usual practice is to capitalize. Do not forget to proofread this contact information to ensure it is correct. In addition, your e-mail address must be professional. We suggest using only your Brooklyn Law School email address for all professional purposes.

Education

Education should be listed in reverse chronological order, i.e., law school, graduate school(s), if any, and undergraduate school(s). Do not include your high school unless it is particularly distinguished or well known or has a powerful alumni network. Indicate the city and state of each institution, your year of graduation, your major and the degree attained. Now that you are in law school, your education must come first no matter when you attended college or the breadth of your experience.

Until you graduate from law school, you should state "J.D. expected" or "Juris Doctor Candidate" and the date. If you decide to use "Juris Doctor" instead of the abbreviation, be certain that you use "Bachelor of Arts" instead of B.A. In other words, be consistent.

Honors, Awards and Activities

Include descriptions of your academic achievements, awards and activities following each school entry, introducing them with the subheadings "Honors", "Awards" and "Activities" (see Appendices B and C for resume formats). At Brooklyn Law School, only the following eight items may be listed as "Honors": *Brooklyn Law Review*, the *Brooklyn Journal of International Law*, the *Journal of Law and Policy*, the *Journal of Corporate, Financial and Commercial Law*, the Moot Court Honor Society, the Edward V. Sparer Public Interest Fellowship, the International Business Law Fellowship and Dean's List. If either an award or an activity is not self-explanatory, describe it briefly (a parenthetical will do). Include only those activities in which you played an active role, e.g., as president, founder or active member. Interviewers often ask about your activities.

Class Rank and GPA

Students often have questions about whether to include their class ranks and GPAs on their resume. As a general rule, you should only include your undergraduate GPA if you are also including your law school GPA, and vice versa. However, a law school GPA alone is meaningless unless you also include your class rank. One exception to this is during your first year of law school when you are not ranked until the end of the class year. In that case, you can include your GPA alone on the resume if it is a 3.3 or higher. If you decide to include your GPA, do not round to the nearest tenth. The GPA stated must be fully accurate.

Class rank should always be included if you are in the top third of the class or above. Your rank must be accurate and should be expressed as a percentage. If you round percentages, you must do so according to convention, e.g., 25.49 can become 25 but 25.5 must become 26 or remain as 25.5. A memorandum detailing the procedure for expressing rank on your resume is available in the Career Center, but that procedure applies only to the preparation of your resume and does not apply to other school matters, such as financial aid.

Courses/Grades

Do not list courses or particular grades on your resume. If you do not have a high class rank but you have done very well in several courses, you may want to mention these grades in your cover letter.

LSAT Scores

Do not include LSAT scores on your resume, no matter how high!

Experience/Employment

The word "experience" is broader and covers both paid and volunteer positions. It also sounds more professional. List your positions in reverse chronological order, starting with the most recent. For each position, state the name of the organization, the city and state, your job title and dates of employment. Always express dates in full, e.g., September 2003-July 2004. Do not abbreviate (e.g., Sept.) nor use the form 9/03-9/04. Summer positions should be expressed as Summer [year], e.g. Summer 2005. (See Appendices B and C for resume formats).

Describe your experience clearly and concisely. Your descriptions should express your employment in terms of functional areas, substantive areas, magnitude of responsibility, and success of performance. The reader must be able to understand what you did without needing clarification. Wherever possible, use the active voice and action verbs such as "drafted," "researched," "supervised," "organized," etc. Use the present tense for current positions, the past tense for former positions. Try to avoid repetition in describing different jobs. Never use "I" in the resume. When applying for an alternative career position, it is absolutely necessary to describe your skills in terms that highlight their transferability to the desired position.

Describe your non-legal experience in terms which emphasize duties and skills relevant to good lawyering, such as organizational ability, responsibility and attention to detail. Some of these duties might be research, supervision, management, analysis and coordination. See Appendix A for a list of effective action words for resumes and cover letters.

Clinical Programs

Participation in the law school's clinical programs is valuable work experience and should be fully described under the "Experience" section of your resume.

Community Activities

If you are or have been particularly involved in community activities (e.g. Big Brother/Big Sister programs, local government, hospice programs), you should include such a section. In some cases, however, when you are applying to certain public interest organizations, your community activities and volunteer work should be listed under the single heading "Experience." For a fuller discussion, see section 5 entitled "Public Interest Resumes."

Special Skills/Interests/Hobbies

Here you should list fluency/proficiency in a foreign language, unique computer skills, and important hobbies/interests or accomplishments. It is not necessary to include LEXIS, WESTLAW or basic word processing skills as employers will assume that you have these skills.

References

Do not include the names of references or the statement "references available upon request." Employers will ask for references if they want them.

Bar Status (After Graduation)

Bar status should appear as "Admitted in Name of State" or, after passing the bar but before being sworn in, "Awaiting Admission: Name of State."

Job Objective

Never include this in a legal resume.

Publications

If you published a note or comment in one of the Brooklyn Law School scholarly publications of which you are a member, you may include that information in your Education

section. If, however, you published a note or comment in a Brooklyn Law School scholarly publication of which you are not a member, or in another scholarly publication, trade publication or newspaper, you should include a separate section entitled “Publications”.

You may, if you wish, include in your Education section a note that you have written but that was not published. The form for this would be Note Topic: “Title of Note.”

3. Resume Style

The legal resume should be conservative and traditional, indicating that you understand the nature of the profession you are about to enter. This means that you should not use graphics or fancy fonts. Either Times New Roman or Calibri is ideal. Bullets are not standard form for a legal resume; descriptive paragraphs showcase your writing skills to better advantage. Not only must your resume be well written and well organized, it must be free of spelling, grammatical and typographical errors as well. Errors of that type will inevitably cost you an interview.

Your resume must be well organized and easy to read. Use generous top, bottom and side margins, at least one inch whenever possible, and two pages if necessary. A crowded resume is hard to read.

Present your information clearly, concisely and in discrete units, incorporating a consistent pattern of information placement that allows the reader to anticipate where certain information may be found. Underlining, capitalizing, indenting, bold face type, and italics can make your resume more interesting, readable and aesthetically appealing, provided this is not overdone.

4. Finalizing Your Resume

Your resume must be completely accurate and free from distortion. Employers do check. If you worked in a law office as a file clerk, say so; do not say that you assisted with case preparation unless you did. Misstatements concerning scholastic achievement, class rank, degrees and awards are a serious breach of ethics. If you are unsure about how to state a particular achievement, please ask for assistance. Review your resume with your counselor as often as necessary before you finalize it and make multiple copies. Proofread your resume many times. Force yourself to read it aloud. Check spelling and punctuation as well as content. Have a friend or colleague take a look at it before sending it out.

Resumes should be printed or photocopied on a fine quality bond paper, preferably white or very light ivory. Whatever method you choose, your resume must have a crisp, professional look.

5. Public Interest Resumes

A public interest resume is essential for success in getting a job with a legal services or non-profit organization. It must communicate that you are committed to social justice. To that end, for public interest resumes, consider listing all your experience under the single heading "Experience." Separating out "Volunteer Work" or "Community Service" takes things out of chronological order, and often places them at the bottom of the resume. This can leave the impression that such activities were peripheral to your life. Non-profits are looking for people for whom that work is their life. In addition, the experience gained from volunteer work may be even more relevant than that gained from paid employment. Attached as Appendix C are two sample resumes for public sector employers.

B. Transcripts

Many government agencies, judges and some law firms require an official transcript, but most employers will accept unofficial transcripts, known here as "grade reports." Both are available at the Registrar's Office or online on Web Advisor. You should have a copy of your most recent grade report available for an employer who may request it during an interview.

C. Writing Samples

In general, do not include a writing sample when you send an unsolicited resume, or when you respond to an advertisement or to a Career Center listing unless requested. If, however, your writing sample is particularly relevant to the position for which you are applying –for example, if you are applying for a position with the SEC and you did an independent research paper on insider trading –it would be appropriate to include the paper or at least to refer to it in your cover letter.

Many employers will want to see a writing sample after they have interviewed you, however, or even before, so be prepared. Writing samples should be in final form, free of typographical errors, handwritten corrections, or professor's comments. They should be reasonably short. A portion of your moot court brief or a legal memorandum is an appropriate writing sample, provided that you introduce the excerpt with a cover page summarizing necessary background information. Using a brief or memorandum which you prepared at work requires that you obtain your employer's permission and that you redact real names. If you have written a law review note or comment, or a journal comment, you may want to use it as your writing sample, although many employers will request an additional piece of writing that has not been so heavily edited. It is always a good idea to bring a writing sample with you to an interview even if the employer has not requested one. Be certain that prior to an interview you review your writing sample as employers frequently ask questions relating to its content and your point of view.

D. Cover Letters

1. In General

A cover letter is the letter you send to prospective employers along with your resume or other application papers. Most employers consider the cover letter an important screening tool. Together with your resume, it is often the only evidence of your writing that the employer will see before deciding whether to grant you an interview. Your cover letter is also an important selling document. It is most effective when it makes the connection between the employer's needs and your skills and experience.

The focus of your letter must always be on the skills, qualities, and relevant experience that you bring to the table. In other words, what does the employer get if she hires you. This will not necessarily be clear from the face of your resume. In addition, you must keep your target audience in mind. In some cases, an employer will be more interested in your academic credentials than in your practical experience. For other employers, it will be the reverse. In general, the smaller the firm, the less interested it will be in academic credentials. Government and public interest employers are very interested in commitment and experience. Large and mid-size law firms and the judiciary will almost always emphasize academic achievement in addition to experience.

While a good cover letter may give you an edge in the competition for interviews, a poorly written one will lessen your chances no matter how strong your resume. Accuracy and a professional appearance indicate your attention to detail and communicate the respect you have for the employer as well as the fact that your resume deserves attention. While you can use the same basic format, different positions require different skills and strengths. Thus, you should anticipate which abilities an employer is likely to value and highlight your relevant achievements and experience accordingly.

There is no set length for a cover letter. It will be as long—or short—as it needs to be to “sell” yourself adequately to the employer. The guidelines in this section are only suggestions. Your counselor is very skilled at helping students draft effective cover letters. Be absolutely sure that you ask your counselor to review your letter(s) before applying to any positions.

Tone

Your letter should be assertive without being overbearing. It should be respectful without being overly deferential. It should be conversational but professional, and it should engage the reader. Do not try to be humorous or too clever. Above all, your letter should not be subjective or draw conclusions. Sentences like "I believe that I would be an asset to your firm" are self-serving and counter-productive. Let the employer draw this conclusion from your well-written cover letter and resume. Use facts to back up statements about your skills and qualifications. For example, stating "Through my work as an intern at the Office of the

Corporation Counsel, I gained experience drafting pre-trial documents" is much more persuasive than simply stating "I can assist your firm with all aspects of pre-trial preparation."

Format/Letterhead

As a general rule, a cover letter should give the employer a "snapshot" of your experience. Use the active voice whenever possible. An effective letter may take you several hours to perfect.

Create your own letterhead. Your name and address should be centered in the same manner as on your resume. You should also include your telephone number and e-mail address. The date will be on the upper right and the addressee's name and address will be on the left and slightly below the date. Please see the sample cover letter format in Appendix D.

Salutation

Unless you are responding to a confidential listing, your letter should be addressed to a specific person. Job listings will almost always contain the contact person's name and title. If you are sending an unsolicited letter, however, call the firm or other organization and ask the name of the hiring attorney or recruitment coordinator. If you are unable to locate a name, a generic nomenclature may be appropriate (e.g. Recruitment Coordinator, Hiring Partner, Managing Partner, or Hiring Committee Member). If you are applying to a confidential listing where the employer has chosen not to give the name of a contact person, you may address your letter "Dear Hiring Representative" or "Dear Hiring Partner," if a firm.

2. Content of the Cover Letter

Clearly respond to the questions: "Why or what motivated you to write to this employer?" and "What position do you seek?". Whenever possible, capture the interest of the employer by indicating a particular reason for applying for the position. Obviously, if you are responding to a listing you will state that clearly in the first paragraph. Specific course work, referrals from friends or professors, and prior relevant work experience are some of the ways you can distinguish your cover letter immediately and convince the employer you have done your homework. If there is very little available information about the employer, simply identify who you are and what position you seek.

Some examples:

I have just completed [or just started] my second year at Brooklyn Law School, and I am writing to apply for the part-time position you listed with the Career Center.

I was an engineer [or I studied engineering] prior to starting law school, and I am seeking a position as a patent associate with your firm.

Your article on regulatory takings and wetlands that appeared in the last issue of "X" dealt with the same environmental law issues that I analyzed during my internship with the Environmental Protection Agency this past summer.

Professor "X" suggested I contact you because of my interest in pursuing a career in products liability.

My classmate, "Y", a summer law clerk at your firm last year, encouraged me to apply for a part-time law clerk position. "Y" thought that my experience handling civil litigation would be of interest.

I recently published an article dealing with the exclusionary rule and other issues affecting criminal defense lawyers today.

I am particularly interested in your tax practice that I heard you describe at a recent bar association meeting.

Your first paragraph will vary in length depending upon how much information should be immediately imparted to the employer. The remainder of your letter will relate your particular experience and skills to the qualities and skills the employer is seeking, to the extent that you have not already done so. Stress the relevant skills you have that would be valuable to the employer, and what you can offer. You must write persuasively and draw attention to your most impressive or relevant achievements and experience, highlighting those things which will make the employer connect you to the position which you seek. First year students without substantive legal experience can draw upon skills developed in college leadership positions or prior work experience. Skills that legal employers generally look for are a demonstrated ability to write, research, analyze, work and manage time efficiently, deal with people, exercise good judgment, and work well under pressure. If you have had substantial prior work experience, your letter will be longer.

Some examples:

Through my experience as a loan officer prior to law school, I developed excellent analytical skills and attention to detail.

As a result of having taken a seminar on employment law, I gained experience analyzing complex statutes and became familiar with compliance issues.

As a nurse before law school, I gained experience working independently, forming my own judgments, and taking action under pressure. These skills would be useful working in an agency that must constantly accommodate different, and at times conflicting, interests.

My experience working with disadvantaged children convinces me that my interests lie in providing and improving legal services for those who do not have easy access to them.

My experience running a family business has provided me with knowledge of business that most candidates do not possess, and which will benefit me as a corporate lawyer.

My fluency in Spanish will enable me to assist you in dealing with your Latin-American clients.

Close with the hope, not the expectation, that you will have an opportunity to meet with the employer, e.g., "I hope that I will have the opportunity to meet with you", or "I would welcome the opportunity to meet with you." It is better not to "look forward" to hearing from the employer (too presumptuous), and do not use the words "at your convenience." It always will be, so it is not necessary to say so. You must maintain the right balance between assertiveness and a clear understanding of the balance of power.

3. Cover Letter for the Public Sector

There are a few differences between cover letters for private sector employment and those for government and public interest employers. In addition to the guidelines above, keep in mind that public sector employers give great weight to experience, commitment to the issues and/or constituencies served by the agency or organization, and a team-oriented personality. As a result of conveying these qualities, the cover letter may be longer, and in some respects, more personal than might be appropriate for a private sector employer. Every letter must be very carefully tailored to the organization to which you are applying.

Through experience and community activities, you can demonstrate ability, interest and commitment to the public sector employer. Therefore, your cover letter should highlight your most significant summer employment, and academic-year clinical and part-time job experiences. Non-legal experience, such as volunteering for a battered women's shelter, shows both a commitment to public service and an ability to work with people.

4. Cover Letter for an Alternative Career

A cover letter for alternative employment should follow the previous guidelines. However, it is essential to tell the reader why you are interested in the particular non-legal position for which you are applying. Pay particular attention to describing skills in a way a non-lawyer will understand. For example, if you are applying for a position in non-profit management, rather than saying you "drafted memoranda of law and conducted pre-trial hearings," you should talk about your ability to synthesize issues and interact well with others. Through your experience, studies, and involvement in professional organizations, you can demonstrate ability, interest and commitment to the alternative career.

V. NETWORKING AND INFORMATIONAL INTERVIEWING

Networking is a very complex subject. It is extremely important that you meet with your career counselor to discuss it. You may use a student business card.

Responding to Career Center listings and newspaper advertisements and sending targeted mailings taps only a small portion of the available job market. Many more employment opportunities are available and are frequently discovered only by word-of-mouth. One of the best ways to uncover these "hidden" job opportunities, and to find a part-time, summer or permanent job, is through networking. Networking is the process of systematically developing contacts who can help you gather useful job market information and refer you to other people who can do likewise. Contacts are an invaluable source of information. Your network can consist of:

- Family, friends and neighbors
- Work colleagues, present and former
- Alumni of your college
- Alumni of Brooklyn Law School
- Members of an organization with which you are affiliated, such as a bar association
- Members of a student organization to which you belonged while in law school
- Fellow classmates

Networking is a subtle process, and how you do it will depend to some extent on your individual style. In general, however, successful networking requires a commitment to maintaining ongoing business and social relationships throughout your life. By maintaining contacts with past colleagues, you can let them know you are searching for a job and ask if they have any ideas or suggestions. Student membership in a local bar association, and particularly committee membership, is one of the best methods of networking because it is so natural and the connections you make will last throughout your professional life. You should discuss student bar association membership with your counselor. Applications for all New York area bar associations are available in the Career Center library. Attendance at Career Center programs and other events where practicing lawyers will be present is another natural type of networking opportunity, and one that you should not pass up.

From time to time you will be asked for your name and telephone number by someone who could make a difference in your job search. Rather than use the nearest piece of paper to scribble on, it is a good idea to carry student business cards. These cards can present important information about you such as name, address, telephone number, class year, anticipated date of graduation, name of law school and information such as journal membership.

Student business cards containing the Brooklyn Law School logo can be ordered through the Law School at <https://blsconnect.brooklaw.edu/career/students/Pages/StudentBusinessCards>. A sample student business card follows.



Once you have identified a network of contacts, you can request informational interviews. These will help you obtain valuable information about the job market and develop a contact who may be able to help you in the future. The best approach is to write a letter, indicating clearly that you are seeking an informational interview only. Be sure to mention why you have contacted this particular person, i.e., referral, particular expertise, alumnus/a, or an article you read. Request fifteen to twenty minutes of his or her time, preferably in person, but if that is not possible, then over the telephone. Most people are flattered and enjoy talking about themselves and their work as long as you are not asking them for a job. State in the letter that you will follow-up with a telephone call. It is very important to plan what you want to cover in the interview since your contact will be expecting you to structure the conversation. Remember, the purpose of the interview is to gather information and enlist assistance in your job search. Some sample questions are included in Appendix G. Send a thank you note and be sure to keep a record of the people with whom you had meetings or telephone conversations. For more information on informational interviewing, go to <http://www.brooklaw.edu/career/video/index.php?artID=1504&catID=> to view a Career Center program entitled “Informational Interviewing 101”.

Networking Do's and Don'ts

DO

- Contact all of the people you know and let them know you are looking for a job.
- Use networking meetings (informational interviews) as opportunities to gather information and to request assistance.
- Expand your network by asking your initial contacts for names of other people.
- Make it clear that it is not your purpose to ask for a job.
- Use the opportunity to ask questions about career path, advancement, lifestyle, professional associations, and trends in the field.
- Gather ideas on what to do next.
- Focus on building a relationship.

Research your contact's background before the informational interview.
Combine your networking efforts with your formalized job search.
Be persistent, organized, and diligent.
Keep records of names, addresses, phone numbers and contact information.
Send a thank you letter following your networking meeting, whether it was over the telephone or in person.

DON'T

Treat the networking meeting (informational interview) as an actual job interview.
Expect networking to get you a job or a job offer.
Ask for a job at a networking meeting.
Rely solely on networking to help you find a job.

VI. THE ART OF INTERVIEWING

Entire books have been written about the art of interviewing, and with good reason. You cannot afford to take this subject lightly if you expect to obtain a job. You have already learned that an effective resume and cover letter are the key to obtaining an interview. In this section you will learn the basics of good interviewing. It is extremely important, however, to schedule a customized interview preparation session with your counselor.

A. Preparing For an Interview

Preparation is critical. You will prepare by knowing as much as possible about the employer, by being able to discuss everything on your resume confidently, and by understanding how your experience relates to the employer's needs. This is the same concept that you encountered in the section about cover letters. Your experience is relevant only if you can relate it to the skills and qualities needed by the employer.

Preparation for a firm will include knowing the employer's practice areas and your interviewer's practice area or areas, and determining whether there are any Brooklyn Law School alumni or any alumni from your college at the firm. Preparation for a public sector employer will be similar. You must know what the government agency or public interest organization does and, for public interest organizations in particular, what the issues and constituencies are. In all cases, your preparation should include thinking of a few questions to ask about the position and/or the employer. See Appendix F for some suggestions.

You will be able to locate information about most law firms and public sector employers through their Web sites and on LEXIS and Westlaw. In addition, it is important to search Google and the publications database of LEXIS/NEXIS immediately prior to an interview for articles in newspapers and magazines related to the employer or your interviewer specifically. Such research may give you current information about the employer and the cases in which it has

been involved recently. Researching alternative career employers can also be done on the Web and through professional organizations and publications. Your career counselor, alumni, and your professors can also be excellent sources of information about particular employers.

Preparing yourself involves packaging yourself. Successful marketing is the key to success in the job search. The first step in packaging yourself is to ask yourself questions about everything on your resume so that you will feel comfortable fielding the interviewer's questions.

Some questions you might ask yourself are:

What did you do on each job?
Did you enjoy it? If so, why? If not, why not?
Why did you join a particular organization?
Did you enjoy it? If so, why? If not, why not?
What did you learn from a particular job/experience?
What did you like best about the job/experience? Why?

Remember that for every answer there may be another question, so be sure to follow through when analyzing your resume. Above all, know the substance of the work that you have done, and be prepared to discuss any of the issues raised in your briefs, memoranda, and other writings.

The next step in packaging yourself is to determine whether there are any issues on your resume that will require special handling in an interview, such as a first career that seems irrelevant to law (but probably is not). It will be important to let your counselor help you think through and craft an effective answer to this and similar issues.

The final step in packaging yourself is to prepare a summary of your most marketable points by examining each of your experiences, identifying your major responsibilities, special accomplishments and work strengths, and making the connection between these and the employer's practice. You should become very comfortable with your summary so that you can use it in different ways depending upon the questions that you are asked. The summary will enable you to answer almost any question, especially the difficult ones such as:

What are your strengths? Weaknesses?
Why are you qualified for this position?
Why should we hire you?
Tell me about yourself.
Tell me something about you that is not on the resume.

A list of some questions that you might be asked during an interview is included in Appendix E. Review these questions for which you should have prepared but not memorized answers.

B. The Interview

The first impression is very important, and will set the tone for the interview. Eye contact, a smile, a firm handshake and the use of the interviewer's name, e.g., "Good morning, Mr. Jones", all establish rapport. Your appearance will also be very important, and you should wear proper interview attire. Try to project energy, optimism and confidence, but at all times respectfully.

During the interview, you should be as proactive as possible. You may ask questions as the interview progresses and, at an appropriate time, even volunteer information about which the interviewer has not asked. On the other hand, it is extremely important to be attentive and responsive. Listen carefully to the interviewer's questions. If you don't, you risk being unresponsive. Remember, the best interview is a conversation, and it is your opportunity to build rapport with the interviewer.

You will be asked if you have any questions. Many times this is the point at which the interviewer is preparing to conclude the interview. If it has gone well, there would have been an exchange of questions and answers throughout, and you may find that the interviewer has answered all of the questions you might have asked. If this is the case, you may say so. Do not make the mistake of making up a question because it will sound weak or, worse yet, you might ask a question that has already been answered. The better course is to review beforehand the material in which the employer describes itself and choose one item to either inquire about or comment upon favorably should you be faced with this problem. For example, "This has been such an informative interview that you have answered all of my questions, but I would like to tell you how impressed I was to read about the firm's commitment to "X."

A list of some appropriate questions that you might ask during an interview is included in Appendix F.

Interviews are subject to interruptions such as telephone calls. Try to remember what you or your interviewer were saying before the interruption. The interviewer, usually a busy lawyer having much more on his or her mind than you have at the moment, will be grateful to you for helping maintain the flow of conversation. Frequently, you will be interviewed separately by several attorneys, each of whom may ask you the same question at different times. If so, try to answer each as if this were the first time. It is this interviewer's only time to get to know you.

Many employers will not make a hiring decision until they have interviewed a candidate more than one time. These additional interviews give more attorneys (usually a mix of senior and junior) an opportunity to meet you and to assess your suitability. Always bring copies of your resume with you to a follow-up interview. If you have been asked previously for a writing sample and/or a transcript, bring additional copies of these as well.

C. Thank You Letters: To Send or Not to Send.

Note: The discussion of thank you letters that follows does not include a description of thank you letter protocol for the Fall On-Campus Interviewing Program. If you participate in the Fall On-Campus Interviewing Program, please speak to your career counselor about the policies regarding such letters.

Whether to send a thank you letter depends on the circumstances of your interview, and should be assessed on a case by case basis. Presumably you have thanked your interviewer for his or her time, and indicated your interest in the position. Therefore, if you have nothing else to add, a thank you letter or email is not necessary and, if poorly written, can do more harm than good. On the other hand, if you and your interviewer have had a particularly interesting discussion, you might want to add some after-thoughts, or if you did not address something during the interview, you may wish to do so in a thank you letter. In the last analysis, the decision to send a thank you letter is yours.

If you decide to send a thank you letter, you may do so either by postal mail or email. If you send by postal mail, please be sure the letter is printed on a fine quality bond paper and is in the proper business letter format (see generally the letter format in Appendix D). An email should be very brief (your “letter” is the body of the email), but will include the appropriate salutation and a closing.

Any thank you letter should be well written and brief. Be certain to have your counselor review the letter before you send it. You must work fast –an email or letter that arrives several days after the interview is usually useless. You should email/mail within 24 hours.

APPENDICES

- A. Selected Action Words for Resumes and Cover Letters
- B. Sample Resumes for Private Sector Employers
- C. Sample Resumes for Public Sector Employers
- D. Sample Cover Letter Format
- E. Questions Interviewers May Ask
- F. Appropriate Questions for You To Ask in an Interview
- G. Sample Networking Questions
- H. Career Center Resource Library

APPENDIX A

SELECTED ACTION WORDS FOR RESUMES AND COVER LETTERS

Accomplished	Influence
Achieve	Initiate
Administer	Institute
Advise	Instruct
Advocate	Interpret
Analyze	Introduce
Appraise	Investigate
Arbitrate	Lead
Assess	Lecture
Audited	Maintain
Authored	Manage
Awarded	Mediate
Calculate	Monitor
Collaborate	Negotiate
Compose	Operate
Condense	Organize
Coordinate	Perform
Conduct	Plan
Consolidate	Prepare
Contribute	Present
Control	Process
Create	Provide
Delegate	Reorganize
Demonstrate	Represent
Determine	Research
Develop	Resolve
Devise	Revise
Direct	Review
Draft	Schedule
Effect	Settle
Establish	Solve
Evaluate	Structure
Expand	Supervise
Facilitate	Support
Formulate	Survey
Found	Translate
Implement	Utilize
Increase	Write

APPENDIX B

SAMPLE RESUMES FOR PRIVATE SECTOR EMPLOYERS

NAME
Address
City, State Zip Code
Telephone Number
E-Mail Address

EDUCATION

Brooklyn Law School, Brooklyn, NY
Candidate for Juris Doctor, June 2012
Activities: Student Bar Association Representative
Unemployment Action Center

University of Wisconsin, Madison, WI
Bachelor of Arts in History, *magna cum laude*, May 2009
Minor in International Studies
Honors: Dean's List, all semesters
Thoreau Society Scholarship
Activities: Varsity Soccer
Chair, Programming Board

EXPERIENCE

Brewer & Dunlop, Madison, WI
Legal Assistant Summers 2007 and 2008
Researched litigation issues and drafted memoranda of law. Reviewed and summarized discovery materials. Proofread and cite-checked documents. Organized client files.

First National Bank of Madison, Madison, WI
Bank Teller Summer 2006
Processed loan applications and note payments. Handled customer transactions, including opening new accounts, check cashing, deposits, and savings bond sales.

Camp Winnisquam, Webster, WI
Counselor Summers 2004 and 2005
Planned and administered sports and exercise program for 150 day campers, aged nine to twelve. Supervised staff of seven counselors and three lifeguards. Instructed beginning swimmers.

COMMUNITY ACTIVITIES

Mentoring USA, Madison, WI
Foster Care Mentor June 2008 – July 2009
Mentored young boys ages ten to fifteen living in foster care.

OTHER

Fluent in Spanish; [here you may add languages, important hobbies/interests, e.g. marathon runner, concert pianist, martial arts, artist, etc.]

[NAME]
[Address]
[City, State Zip Code]
[Telephone Number]
[E-Mail Address]

EDUCATION

Brooklyn Law School, Brooklyn, NY

J.D. expected June 2012

Class Rank: [Include if top 1/3 or higher]

Awards: CALI Excellence for the Future Award in Legal Writing I
Prince Scholarship

Activities: Civil Legal Advice and Resource Office (CLARO) Project
Environmental Law Society

University of Pennsylvania, Wharton School of Business, Philadelphia, PA

B.S. in Economics, *magna cum laude*, May 2006

Honors: Dean's List, Spring 2004 and Fall 2005
Omicron Delta Epsilon (International Honor Society for Economics)

Awards: 2005 Wall Street Journal Student Achievement Award

Activities: Varsity Soccer, Team Captain (2005-06)

Study Abroad: St. Catherine's College, Oxford University, Oxford, England (Spring 2005)

EXPERIENCE

Skadden Arps Slate Meagher & Flom LLP, New York, NY

Legal Assistant

July 2006 – July 2009

Maintained securities litigation discovery materials, coordinated expert witnesses for testimony and digested deposition testimony. Researched issues using Lexis Nexis and Westlaw. Drafted, proofread, cite checked and filed court documents. Prepared and attended arbitrations and hearings.

University of Pennsylvania, Philadelphia, PA

Residential Adviser

August 2004 – May 2006

Provided peer counseling and mediated disputes for approximately 75 undergraduate dormitory residents. Developed and presented educational programs and organized recreational events.

Barnes & Noble, New York, NY

Customer Service Representative

Summers 2003 and 2004

Worked on the sales floor and in the customer service department. Trained and supervised new hires and assisted the manager in preparing schedules and assigning tasks.

COMMUNITY ACTIVITIES

[Add if you dedicated a significant portion of time to volunteer or community activities before or during law school]

OTHER

[Here you may add languages (e.g., Fluent in Spanish), important hobbies/interests (e.g. marathon runner, concert pianist, martial arts, artist, etc.)]

NAME
Address
City, State Zip Code
Telephone Number
E-Mail Address

EDUCATION

Brooklyn Law School, Brooklyn, New York
Juris Doctor Candidate, June 2013 (Evening Division)

University of Michigan, Ann Arbor, Michigan
Bachelor of Arts in Economics, June 2006
Activities: Finance Investment Group
Varsity Basketball, 2004-2006

EXPERIENCE

JPMorgan Chase, New York, New York

Business Analyst

November 2008 - Present

Prepare financial analysis, tracking and reconciliation of corporate real estate occupancy expenses for fifty corporate sites in New York, New Jersey and Connecticut markets. Serve as project manager for corporate site validation project, an initiative to analyze the retail bank's real estate capacities, vacancies and occupancies to identify potential savings opportunities. Research issues related to mortgage-backed securities transactions. Responsible for designing a resource tool used by the regional bank real estate groups to manage, track and house the real estate portfolio.

Bank of America, New York, New York

Financial Investigator

June 2006 - October 2008

Identified and investigated patterns of suspicious activity related to money laundering, terrorist financing and other global financial crimes. Conducted due diligence on potential and existing clients for all banking areas. Researched and wrote reports on countries designated by the bank as high-risk jurisdictions. Prepared suspicious activity reports.

Institute for Social Research, Ann Arbor, Michigan

Research Assistant

September 2004 - April 2006

Researched issues related to stress management and its overall impact on health. Drafted portions of an article for publication. Coordinated data collection for stress management study. Created analysis codes for respondent answers to survey questions, organized time period surveys and analyzed survey responses for discrepancies from statistical data.

PUBLICATION

Chronic Stress and its Impact on Memory and Learning, ISR Research Guide, September Fall 2007
(co-authored with James Smith)

OTHER

Fluent in German

ASPCA Volunteer, 2008 - Present

Compete regularly in marathons and triathlons

[NAME]
[Address]
[City, State Zip Code]
[Telephone Number]
[E-Mail Address]

EDUCATION

Brooklyn Law School, Brooklyn, NY

Juris Doctor Candidate, June 2011

Class Rank: Top 14%

Honors: *Journal of Law and Policy*

Moot Court Honor Society

Publications: [Insert title and use bluebook style] (Forthcoming Spring 2010)

Awards: CALI Excellence for the Future Award in Criminal Law

Carswell Merit Scholarship

Activities: Brooklyn Law Students for the Public Interest

Stanford University, Palo Alto, CA

Bachelor of Arts in History, *cum laude*, May 2008

Honors: Dean's List, four out of eight semesters

Activities: Habitat for Humanity

EXPERIENCE

Honorable Theodore H. Katz, Magistrate Judge, U.S. District Court, S.D.N.Y., New York, NY

Judicial Intern

To Commence January 2010

[Add description after you begin work. Example language follows:]

Research legal issues and write draft opinions related to civil and criminal matters, including writs of *habeas corpus*. Attend court proceedings, settlement conferences and oral arguments. Discuss recommendations with Judge Katz.

BLS Legal Services Corporation, Brooklyn, NY

Intern, Consumer Counseling and Bankruptcy Clinic

August 2009 - December 2009

Interviewed and counseled clients considering filing for bankruptcy. Prepared and filed bankruptcy petitions and accompanied clients to meetings with the U.S. Bankruptcy Trustee. Researched and drafted memoranda regarding bankruptcy and evidentiary issues.

New York City Department of Buildings, New York, NY

Legal Intern, General Counsel's Office

Summer 2009

Researched and drafted legal memoranda on zoning and licensing issues. Reviewed and analyzed vested rights cases and applications to cure DOB violations. Drafted rules for the New York City Construction Codes going into effect in 2010.

Office of U.S. Senator Barbara Boxer, Los Angeles, CA

Intern

Summer 2008

Drafted letters to constituents on behalf of Senator Boxer. Created summaries of voter opinion. Drafted reports for field representatives on recent community issues.

OTHER

[Here you may add languages (e.g., Fluent in Spanish), community activities (e.g., Volunteer for Meals-on-Wheels), important hobbies/interests (e.g. marathon runner, concert pianist, martial arts, artist, etc.)]

NAME
Address
City, State Zip Code
Telephone Number
E-Mail Address

EDUCATION

Brooklyn Law School, Brooklyn, NY

J.D. expected June 2010

Class Rank: Top 9%

Honors: *Brooklyn Law Review*, Notes and Comments Editors

Publication: *USA Patriot Act: Protection of National Security vs. Protection of Civil Liberties*, 69
BROOK. L. REV. __ (Forthcoming Spring 2010)

Awards: CALI Excellence for the Future Award in Advanced Constitutional Law
Best Brief-Legal Writing Section

New York University, New York, NY

M.F.A. in Theatre Management, May 2000

New York University, New York, NY

B.A. in Theatre, May 1997

LEGAL EXPERIENCE

Proskauer Rose LLP, New York, NY

Associate

To Commence September 2010

Summer Associate

Summer 2008

Researched and drafted memoranda of law and briefs for corporate and litigation departments, including assignability of copyrights and contracts, defining ambiguity in insurance policies and assessing damages in arbitration setting. Revised directors' manual for the annual meeting of shareholders and prepared closing documents for mortgage fund offering. Conducted research on pro bono matter relating to the protections afforded to clients seeking asylum.

United Nations Headquarters, New York, NY

Intern

September 2009 – December 2009

Conducted legal research and drafted analyses of issues arising under various Articles of the U.N. Charter for publication in the *Repertory of Practice of the United Nations Organs*, an official United Nations publication.

BLS Legal Services Corp., Brooklyn, NY

Legal Intern, Employment Law Clinic

September 2008 – December 2008

Represented clients before an administrative law judge at the Department of Labor. Prepared and argued direct and cross examinations and closing arguments. Conducted client intake and counseled clients on relief options. Researched case law relating to employment law issues and drafted memoranda of law.

Honorable Jane Smith, U.S. District Court, E.D.N.Y., Brooklyn, NY

Judicial Intern

Summer 2007

Researched and analyzed issues presented in motions to settle and for summary judgment, and drafted memoranda suggesting appropriate disposition. Researched and drafted opinions in response to petitions for *habeas corpus*. Attended status and settlement conferences, hearings, and trials.

OTHER EXPERIENCE

Columbia Artists Management, Inc., New York, NY

Vice President, Theatricals Division

October 1998-April 2007

Managed and controlled all aspects of Broadway touring productions. Drafted and negotiated managerial and engagement contracts, prepared budgets, developed promotional materials, and booked engagements.

APPENDIX C

SAMPLE RESUMES FOR PUBLIC INTEREST EMPLOYERS

[NAME]
[Address]
[City, State Zip Code]
[Telephone Number]
[E-Mail Address]

EDUCATION

Brooklyn Law School, Brooklyn, NY

Candidate for Juris Doctor, June 2011

Awards: Lisle Scholarship

Activities: ACLU Student Group, BLS Death Penalty Project

Tufts University, Medford, MA

Bachelor of Arts in Government & Politics, May 2003

Honors: Tufts Scholar, Presidential Scholar

Activities: Women's Circle, Circolo Italiano, Resident Community Assistant

EXPERIENCE

Housing Works, Inc., New York, NY

Intern, Individual Client Legal Services

Summer 2009

Interviewed low-income tenants living with HIV or AIDS, assessed issues, and developed case strategies. Advocated for clients and negotiated with city and state agencies as well as private and city landlords to resolve eviction proceedings. Researched and drafted motions, affidavits and memoranda of law.

New York Legal Assistance Group (NYLAG), New York, NY

Intern, Special Litigation Unit

January 2009 – June 2009

Researched and assessed arguments for civil rights litigation. Developed and assessed potential class-action suits challenging statutory and constitutional violations denying public benefits and housing to certain groups.

The Legal Aid Society, New York, NY

Intern, Criminal Defense Division

May 2008 – December 2008

Represented defendants from arraignment to trial or plea disposition. Interviewed clients before arraignment, identified and interviewed witnesses, investigated alleged facts and analyzed exculpatory and incriminating evidence. Developed theory of case and conferenced case with prosecution. Researched and drafted motions, appeared at hearings and second-chaired trials.

Law Offices of John Blume, Columbia, SC

Legal Intern, South Carolina Equal Justice Alliance

August 2008 - Present

Research constitutional issues concerning post-conviction capital *habeas* proceedings. Drafted memorandum arguing that ineffective assistance of counsel and exculpatory evidence claims should be analyzed cumulatively. Track and record developing death penalty jurisprudence and news. Cultivate, train and assist new student project volunteers.

The Committee for Hispanic Children & Families, New York, NY

Volunteer/Board Co-Founder/Former Secretary

January 2006 – July 2008

Spearheaded organization of a junior advisory board to support the goals of a health and human services organization committed to improving the quality of life of Latino children and families.

[NAME]
[Address]
[City, State Zip Code]
[Telephone Number]
[E-Mail Address]

EDUCATION

Brooklyn Law School, Brooklyn, NY
J.D. Candidate, June 2011

Honors: *Journal of Law and Policy*
Awards: Brooklyn Law Students for the Public Interest: *Public Interest Fellowship*
Activities: Courtroom Advocates Project (assisting victims of domestic violence)
Hope Community Soup Kitchen, Volunteer Supervisor

New York University, New York, NY
B.A. in Psychology and Political Science, May 2002

Honors: Samuel Bunting Scholarship for Outstanding Student Leadership
New York State Regents Scholarship
Activities: Hope Community Soup Kitchen volunteer

EXPERIENCE

Brooklyn Law School Legal Services Corp., Brooklyn, NY
Legal Intern, Employment Law Clinic

August 2009 - Present

Represent workers in federal district court. Litigate cases involving employment discrimination, claims for disability benefits, and other civil rights matters, including sexual harassment, drug testing and prisoners' rights. Prepare and argue motions, take depositions and negotiate settlements.

The Legal Aid Society, Juvenile Rights Division, Brooklyn, NY
Legal Intern

Summer 2008

Researched and drafted memoranda for juvenile delinquency cases and abuse and neglect proceedings in Kings County Family Court. Drafted motions to dismiss and for summary judgment. Wrote and responded to discovery requests. Interviewed Russian-speaking clients and witnesses.

New York Public Interest Research Group, New York, NY
Student Intern

Summer 2007

Researched and wrote memoranda on changes in the Voting Rights Act, and tobacco manufacturers' liability under the Federal Labeling Act. Reviewed materials in connection with preparation for Westchester County Charter reforms.

United States Peace Corps, Ashgabat, Turkmenistan
Volunteer

June 2004- June 2006

Developed and directed a summer camp with nation-wide recruitment focused on the role of students in non-violent conflict resolution, democratization and tolerance. Wrote grant proposals, raised funds and developed curriculum. Taught English and health education at school for rural teenagers.

LANGUAGES

Proficient in Russian

APPENDIX D

SAMPLE COVER LETTER FORMAT

NAME
Address
City, State Zip Code
Telephone Number
Email Address (3 returns)

Date (3 returns)

[Mr./Ms.]Susan Doe (If the person is not an attorney, use Mr. or Ms.)
Susan Doe, Esq. (If the person is an attorney, use Esq. after the name - never use both Mr./Ms. and Esq.)

Name of Firm, Agency, or Organization
Address
City, State Zip Code (2 returns)

Dear Ms. Doe: (2 returns)

First paragraph: identify who you are (e.g., first year student at Brooklyn Law School), why you are contacting this employer, e.g., responding to a listing or seeking a position. If you have experience or academics that are right on point, include that information in the first paragraph.

Second (and possibly third) paragraph: sell yourself by highlighting relevant skills and experience that would be valuable to the employer for the specific position. Do not simply reiterate what is on the resume, but focus on special accomplishments and demonstrate what you have gained from the experiences you have had. Do not tell the employer what you hope to gain from the experience. They are hiring you for your skill set, not to help you gain experience. See discussion of cover letters in this *Manual*.

Third or fourth paragraph: close with the hope of having the opportunity to meet with the potential employer, and indicate what materials you have enclosed.

Sincerely,

Name

APPENDIX E

QUESTIONS INTERVIEWERS MAY ASK

1. Anything on your resume is fair game.
2. Why did you decide to go to law school?
3. Why did you choose Brooklyn Law School? Do you like it?
4. What have been your favorite courses?
5. What have you learned from your participation in a clinic/on Law Review/Journal/in the Moot Court Honor Society?
6. Tell me about yourself/ What should I know about you?
7. What in your view is the most significant item on your resume?
8. What are your strengths? Your weaknesses?
9. What do you see yourself doing 5 or 10 years from now?
10. What are your long and short range goals and what are your plans for accomplishing them?
11. What areas of the law interest you the most at this point and why?
12. Why are you interested in this particular firm/organization/agency?
13. What activities do you enjoy outside of law school?
14. Tell me why I should hire you rather than another candidate?
15. What gives you satisfaction in a job?
16. Have you read our firm/agency/organization resume? What impressed you about it?
17. What part of our practice is of special interest to you?
18. Do you think your grades are a good indication of your potential?
19. Why aren't you on Law Review/Journal/Moot Court?
20. Do you have any questions about our firm/organization/agency?
21. What was your best/worst subject in college?
22. What books and movies have you read or seen recently?
23. What qualities do you have that make you think you will be a successful lawyer?
24. What are your major successes and accomplishments? Your failures? Your disappointments?
25. Tell me about your summer job. Did you enjoy it? What did you dislike?
26. Did you receive an offer to return to the firm as a permanent associate? If not, why not, if you know?
27. How did you learn about our firm/company/agency/organization?

Note: In developing answers to these questions, try to anticipate further questions which your answers may encourage. The best preparation is to do some hard thinking before each interview. However, the substance of the answer is frequently less important than how you handle the question. There are no right or wrong answers.

APPENDIX F

APPROPRIATE QUESTIONS FOR YOU TO ASK IN AN INTERVIEW

Note: No two interviews are exactly alike and, while it is a good idea to be prepared with questions, it is dangerous to try to script your interview in advance. Some of these questions are more appropriate for small to mid-size firms; others are more appropriate for larger firms. However, all of these questions cover areas about which it is appropriate to inquire if you wish. You should plan on having an individual interview preparation session with your counselor.

1. What opportunities exist in your organization for courtroom experience? How long might it be before a new attorney would try a case? [this question is ONLY for firms that engage in trial practice or government agencies and public interest organizations]
2. How does the firm determine what type of work a new associate is assigned?
3. How is work assigned to the law clerk/summer associate?
4. Are the law clerks/summer associates formally or informally evaluated during the course of the summer?
5. How is a first year associate evaluated?
6. How active are the firm's attorneys in bar association activities/pro bono activities?
7. Do the law clerks/summer associates work with partners or associates? How closely supervised are they?
8. What are the firm's/organization's strengths?
9. How many law clerks/summer associates and permanent associates do you plan to hire this year?
10. What type of work do part-time law clerks do?

APPENDIX G

SAMPLE NETWORKING QUESTIONS

1. How did you get started in this practice area?
2. What do you like best about the type of work you do?
3. What is your typical day like? Is there a typical day?
4. What kinds of work experiences best prepared you for the work that you do?
5. If you were in my shoes today, how would you go about starting a career in this field?
6. Do you know of anyone else with whom it might be helpful to talk?
7. How has your role changed while you have been in this position?
8. What professional associations are available in this field? Which have been the most valuable to you?
9. Is the field static or dynamic?
10. If you had the opportunity, what would you change about your job?
11. What causes you the most stress about your job?
12. What gives you the most pleasure in your work?
13. How much interaction do you have with others? Is this interaction primarily with colleagues or clients?
14. What skills would help someone to succeed in this field? In this organization?

APPENDIX H

CAREER CENTER RESOURCE LIBRARY

GENERAL LEGAL CAREER RESOURCES

America's Greatest Places to Work with a Law Degree
BARMAN: Ping-Pong, Pathos & Passing the Bar
Building Career Connections
Chambers Global: The World's Leading Lawyers for Business 2008
Chambers USA: America's Leading Business Lawyers 2008
Changing Jobs: A Handbook for Lawyers in the New Millennium, 3rd Edition
Choosing Small Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market, 2nd Edition
Dear Sisters, Dear Daughters: Words of Wisdom from Multi-cultural Women Attorneys
Excellence in the Workplace: Legal and Life Skills
Flying Solo: A Survival Guide for the Solo Lawyer, 4th Edition
From Finals To The Firm: The Top Ten Things New Law Associates Should Know
From Law School to Law Practice, 3rd Edition
From Metropolis to Mayberry: A Lawyer's Guide to Small Town Practice
Full Disclosure: The New Lawyer's Must-Read Career Guide, 2nd Edition
Guerrilla Tactics for Getting the Legal Job of Your Dreams, 2nd Edition
How to Get The Job You Want In a Law Firm
How to Start and Build a Law Practice, 5th Edition
Jobs & J.D.'s: Employment & Salaries of New Law Graduates
Jobs for Lawyers: Effective Techniques for Getting Hired in Today's Legal Marketplace
Law 101, Everything You Need to Know About the American Legal System, 2nd Ed.
Law and Legal Information Directory, 19th Edition
National Trade and Professional Associations of the United States 2009
New York Lawyers Diary and Manual 2009
Presumed Equal: What America's Top Women Lawyers Really Think About Their Firms
Should You Really Be a Lawyer?
The Complete Guide to Contract Lawyering, 3rd Edition
The Law Firm Interview
The Legal Career Guide: From Law Student to Lawyer, 4th Ed.
The Official Guide to Legal Specialties
The Perfect Legal Job Search
The Right Moves: Job Search and Career Development Strategies for Lawyers
Vault Guide to the Top 100 Law Firms 2009 Edition
View from the Top: Q&A with Legal Women Leaders, 1st Edition, 2008
What Can You Do With a Law Degree? A Lawyer's Guide to Career Alternatives Inside, Outside & Around the Law, 5th Edition
What Law School Doesn't Teach You: But You Really Need to Know

GOVERNMENT RESOURCES

Federal

CQ Press Federal-State Court Directory, 2009 Edition
Federal Regulatory Directory, 13th Edition

Federal Legal Employment Opportunities Guide, NALP, 2008-2009
Federal Regional Yellow Book, Winter 2008 Volume 16, Number 1
Federal Resume Guidebook, 4th Edition
Federal Staff Directory, Summer 2009
Federal Yellow Book, Summer 2008 Volume 63, Number 2
FedLaw: Legal Internships with Federal Agencies 2008
For the Prosecution: Internships with America's Prosecutors 2008
Government Affairs Yellow Book, Summer 2008 Volume 13, Number 2
The Congressional Internship Book 2007-2009
Washington, D.C. Internships in Law & Policy 2008
Washington Information Directory 2008-2009
Washington Representatives 2009

City and State

Carroll's State Directory 2008 Annual Edition
Green Book, Official Directory of The City of New York 2008-2009
New Jersey Legislative Manual 2008
The City and County Attorney Internship Book 2009
The New York State Directory 2008-2009

Judicial

Almanac of the Federal Judiciary, Vol. 1, 2008-1 Supplement
Almanac of the Federal Judiciary, Vol. 2, 2008-2 Supplement
Behind the Bench: The Guide to Judicial Clerkships
BNA's Directory of State and Federal Courts, Judges, and Clerks, 2008 Edition
Directory of Minority Judges of the United States, 3rd Edition
Federal Appellate Court Law Clerk Handbook
Federal District Court Law Clerk Handbook
Judicial Clerkship Feedback Forms (3 Binders)
Judicial Yellow Book, Spring 2008, Vol. 13, No. 2
New York Judge Reviews and Court Directory 2008/2009 Edition

PUBLIC INTEREST

Directory of Legal Aid and Defenders Offices in the United States and Territories 2008-2009
Good Works: A Guide to Careers in Social Change, 5th Edition
Guide to Internships and Fellowships in Reproductive Rights & Justice 2008-2009
Green Law: Public Interest Environmental Internship 2009
Legal Services Internships 2009
National Directory of Prosecuting Attorneys 2008
Nonprofit Sector Yellow Book, Winter 2008
NYU 2004 Public Interest Service Legal Career Symposium, List of Employers (2 Binders)
NYU 2004 Public Interest Service Legal Career Symposium, Students (4 Binders)
Public Interest Group Profiles 2007-2008
Public Sector & Public Interest Attorney Salary Report, 2008
Serving the Public: A Job Search Guide, Volume I—USA 2008-2009, 17th Edition
Serving the Public: A Job Search Guide, Volume II – International 2008-2009, 7th Edition
Sparer Fellowship Evaluation of Summer Internships (Binder)

The Comprehensive Fellowship Guide – The Ultimate Resource for Law Students & Lawyers 2007-2008
The Human Rights Internship Book 2008
The Women’s Rights Internship Book 2008
Vault Guide to Law Firm Pro Bono Programs 2009

DIRECTORIES

Aspen Publishers Directory of Corporate Counsel 2009-2010 (A-M), Vol. 1
Aspen Publishers Directory of Corporate Counsel 2009-2010 (N-Z), Vol. 2
Associations Yellow Book, Summer 2009, Vol. 17, No. 2
Corporate Yellow Book, Fall 2008, Vol. 24, No. 2
Directory of Environmental Websites, 8th Edition
Directory of Metro D.C. Law Offices, 2009 Legal Times
Directory of U.S. Labor Organizations, 2009 Edition
Financial Yellow Book, Winter 2008, Vol. 20, No. 2
Foreign Representatives in the U.S. Yellow Book, Winter 2008 Volume 12, No. 1
Law and Legal Information Directory, 16th Edition
Law Firms Yellow Book, Summer 2009, Vol. 18, No. 1
NALP Directory of Legal Employers 2008-2009
National Directory of Arts Internships 10th Edition
National Directory of Women-Owned Law Firms and Women Lawyers 7th Edition, 2008-2009
New York Lawyers Diary 2009
Sports Market Place Directory 2008

GENERAL CAREER RESOURCES

Business Etiquette: 101 Ways to Conduct Business with Charm & Savvy, 2nd Edition
Great Connections: Small Talk and Networking for Businesspeople, 2nd Edition
Internships with America’s Top Companies 2009
It’s Who You Know: Career Strategies for Making Effective Personal Contacts
Job Hunting Tips for the So-Called Handicapped or People Who Have Disabilities, 2nd Edition
Job Strategies for People with Disabilities: Enable Yourself for Today’s Job Market
Knock ‘em Dead, The Ultimate Job Seekers Guide, 2008
Navigating Detours on the Road to Success
One Minute Manners
Proceed with Caution: A Diary of The First Year At One Of America’s Largest Most Prestigious Law Firms
Successful Job Search Strategies for the Disabled
Through the Brick Wall: How to Job Hunt in a Tight Market
Vault Guide to the Top 50 Consulting Firms, 2009 Edition
Vault Guide to Top Internships, 2009 Edition
Website Source Book, 13th Edition

INTERNATIONAL CAREERS

Careers in International Law, 3rd Edition ABA
Careers in International Law: A Guide to Career Paths and Internships in International Law, ASIL, 2008/2009 Edition
German Commercial Law Firms 2007, A Handbook for International Clients

How to Get a Job in Europe, 5th Edition
International Jobs: Where They Are, How to Get Them, 6th Edition
International Opportunities Resources Guide, NALP
International Public Interest Law, Yale Law School, CDO 2008-2009 (Binder)
Internships in International Affairs 2009
Jobs and Careers Abroad, 13th Edition
Law Firm Recruitment in Canada: Job Search Advice for Law Students and Associates
Summer Jobs Abroad 2009
Public International Law, 4th Edition
The 2008 Lexpert®/American Lawyer Guide to the Leading 500 Lawyers in Canada, 9th Edition

ALTERNATIVE CAREERS

Beyond the Big Firm
Judgment Reversed - Alternative Careers for Lawyers
Landing a Non-Traditional Legal Job (3 binders)
Non-Legal Careers for Lawyers, 5th Edition
Running from the Law, 3rd Edition
The Lawyer's Career Change Handbook: More Than 300 Things You Can Do with a Law Degree
The Road Not Taken: A Practical Guide to Exploring Non-legal Career Options (booklets)
What Can You Do With a Law Degree? A Lawyer's Guide to Career Alternatives Inside, Outside & Around the Law, 5th Edition

PRACTICE AREA SPECIFIC

Becoming a Mediator: An Insider's Guide to Exploring Careers in Mediation
Big Green Internship Book: Internships and Summer Jobs for the Environment 2009
Careers in Intellectual Property Law
Environmental Law, Yale Law School, Career Development Office 2009-2010 (PDF binder)
Family Law Careers
Sports Internship Book 2009

PERIODICALS

ABA Journal
Brooklyn Barrister
Business Week
Corporate Counsel
CRAIN'S
Hispanic Business
Nassau Lawyer
New York Law Journal
The American Lawyer
The Suffolk Lawyer