

Job Transition Tips
and Resources
For Loyola Alumni

Job Transition Tips For Alumni

UPDATE YOUR RESUME

Add your current position to your most recent resume if you haven't already:

- Begin every description with an action verb – wrote, argued, managed, etc.
- List new experiences not included in previous positions.
- Be specific – give good examples of your responsibilities.
- List important job responsibilities.
- List major successes – “Successfully argued summary judgment motion before Judge Nowicki” or “Led team of three junior associates in negotiating and closing \$4.2 million real estate acquisition.”

If you still have the Education section of your resume preceding the Experience section, switch the sections:

- Once you have gained post-graduate experience in the legal field, you will want to switch the Experience and Education sections of your resume to highlight your experience first, rather than your educational credentials.

Create a Bar Admission section between the Education and Experience sections of your resume:

- For all states in which you are admitted to the bar, list the state and the year of your admission – “Illinois, admitted 2004.”
- If your admission in a state is pending, list the date of the bar exam you took – “Illinois, sat for February 2006 bar exam, admission pending.”
- If you intend to take the bar in the state in which you are looking for a job but have not yet done so, it is important to let potential employers know that you are serious about practicing in their state, so list the bar exam you intend to take – “Illinois, registered for July 2006 bar exam.”

Add both work-related and non-work-related activities and awards:

- Include relevant volunteer experience – “Participated in free income tax assistance program for young entrepreneurs” or “Represented indigent client in pro bono police brutality case.”
- Include significant CLE experiences – “Completed NITA deposition workshop” or “Led ABA seminar on Sarbanes-Oxley compliance.”
- List relevant awards and nominations – “Elected to the Board of the Chicago Women’s Bar Association” or “Nominated for Illinois State Bar Association Young Lawyer of the Year, 2005.”
- Include any publications you have authored.
- Add all bar associations to which you belong.

BEGIN A CANDID SELF-ASSESSMENT

Reflect on your work experiences to date:

- What tasks or duties have you found **most** satisfying and enjoyable?
- What tasks and duties have you found the **least** satisfying and enjoyable?
- What have you learned about your strengths and weaknesses as a co-worker, as a supervisor and/or as a supervisee?

Reflect on your interests:

- If money were no object, what would your dream job be?
- When hearing about others' jobs, what types of positions have you thought would be wonderful opportunities for you if only you could get them?

Consider your personality type:

- Are you an introvert or an extrovert?
- Do you need set procedures and deadlines to perform well, or do you flourish in more open-ended situations?
- Do you enjoy supervising others or do you have difficulty delegating work?

DEFINE THE FOCUS OF YOUR JOB SEARCH

The more focused your job search is, the more you will be able to tailor your search and networking to realize your goals. Decide if you want to begin/remain in traditional legal practice, move into another area of the law, or leave the law altogether. Consider whether you are interested in working for a private law firm, another type of business, the government, or a non-profit organization. Also consider whether you are willing to relocate for a new job.

RAMP UP YOUR NETWORKING ACTIVITY

Contact law school classmates you've fallen out of touch with to see what they are doing now. Identify other alumni who are involved in your area of interest and contact them for informational interviews. Martindale-Hubbell is a great way to locate lawyers by name if you've lost track of old friends (www.martindale.com).

Read the newspaper, legal periodicals (like Chicago Daily Law Bulletin) and local business magazines (like Crain's) so that you are informed and ready to discuss current events when you make contact with others in the profession.

Become more active in bar associations. Consider volunteering for a committee in an area that interests you. If you have been involved in bar association committees previously, volunteer to chair a committee to emphasize your leadership potential.

Consider volunteering for non-profit groups that you are interested in, focusing on activities which will:

- Teach you a new skill
- Make contacts in your desired field
- Get your name on a published article, report, etc.

Treat every networking contact you make as a mini-job interview. If you are experiencing stress or disappointment as you search for a new job, share those feelings with friends, family and counselors—not with potential job leads.

STAY POSITIVE

Take care of yourself as you job search. Job transitions can be stressful times. Make sure to maintain a positive attitude. Every time you job search, you have the opportunity to meet interesting people and discover opportunities you weren't aware of before. Remind yourself of your specific strengths, and stay focused on the unique perspective, intelligence, and experience that you have to offer a new employer. Encourage yourself as you would a friend—tell yourself daily that you will find a job that fits you well.

And, finally, make sure to get away from the job search from time to time. Read a good book on an unrelated topic, indulge yourself in a favorite meal, or go see a movie—and tell all friends or family involved that you are taking a night off and don't want to discuss the job search. While you need to devote significant time to finding a job that is a good fit for you, you need not devote all of your time to the job search!

Resources To Help With Your Job Transition

Self-Assessment

What Color Is Your Parachute? by Richard N. Bolles

In Chicago, the Graham School of General Studies offers courses on understanding your personality, work and relationship styles using the Myers-Briggs Type Indicator®, see <http://grahamschool.uchicago.edu/business> for more information under the Career Development heading.

Networking Guides

How to Create Your Own Luck : The You Never Know Approach to Networking, Taking Chances, and Opening Yourself to Opportunity by Susan RoAne

How to Work a Room: Learn the Strategies of Savvy Socializing - For Business and Personal Success by Susan RoAne

Job Search Strategies

Guerrilla Tactics for Getting the Legal Job of Your Dreams by Kimm Alayne Walton, J.D.

The Legal Market

The Official Guide to Legal Specialties: An Insiders Guide to Every Major Practice Area
by Lisa L. Abrams, J.D.

Choosing Small, Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market
by Donna Gerson, Esq.

Alternative Legal Careers

What Can You Do With a Law Degree?: A Lawyer's Guide to Career Alternatives Inside, Outside & Around the Law by Deborah Arron

America's Greatest Places to Work with a Law Degree & How to Make the Most of Any Job, No Matter Where It Is by Kimm Alayne Walton, J.D.

Online Resources

Loyola School of Law Resources

The Law School's Career Services Office's online job postings are available at www.symphlicity.com – contact aholter@luc.edu for a username and password.

Legal Job Posting Sites

www.lawjobs.com

www.attorneyave.com

www.findlaw.com

www.lawcrossing.com – charges a monthly fee

Many bar associations now have a job posting section on their websites – check out the state and local bar associations in the cities you are interested in.

Public Interest/Government Posting Sites

www.pslawnet.org – NALP's public interest law network, with job postings from the government, non-profit organizations, and law firms that specialize in public interest work (free to Loyola University Chicago School of Law grads through the Office of Career Services – simply sign up on the pslawnet home page as a Loyola graduate and pslawnet will confirm with us that you are a grad)

www.usajobs.com – official job site for the U.S. federal government

www.opajobs.com – public affairs job postings

Bear in mind that job postings represent only a small segment of the job market. Especially as you advance in your career, the positions that will be the best fit for your skills and experience will most likely not be listed on job posting sites. Networking is usually the best way to learn about job opportunities that require greater experience and specialized skills.

Illinois - Career Counselors

- **Career & Educational Assessment Services at IIT's Center for Research & Service** — (formerly Friedland & Marcus) provides career counseling, job search coaching and resume writing assistance. (312) 567.3358, marcus@iit.edu, <http://www.iit.edu/~psycrcs/careermotiv8.htm>.
- **Arlene Hirsch, M.A., LCPC**—Career counselor and psychotherapist who provides individual consultations, vocational testing and job search guidance for professionals. She specializes in adult career transitions. The Manhattan Building, 431 South Dearborn, Suite 1202, Chicago, Illinois 60605, (312) 461-1065, ashirsch@arlenehirsch.com, <http://www.arlenehirsch.com>.
- **Jewish Vocational Service (JVS)**— JVS is a non-profit, non-sectarian agency, fully credentialed, which provides career counseling and job placement to Chicago area clients. The Agency is supported by the Jewish Federation of Metropolitan Chicago and public funds. Clients can choose from a range of services which include networking, exploring the job market, learning job search techniques, obtaining job placement assistance and support/strategy groups. JVS' professional staff assists individuals in determining a career direction that will utilize their talents by evaluating their interests, values and achievements to clarify all possible career options. Individual counseling and coaching include testing and assessment, identifying mentors and evaluating educational options as well as transferable skills. 216 West Jackson Blvd., Suite 700, Chicago, Illinois 60606, 312-673-3400, jvs@jvschicago.org, <http://www.jvschicago.org>.
- **The Johnson O'Connor Research Foundation, Inc.** — A nonprofit scientific research and educational organization with two primary commitments: to study human abilities and to provide people with a knowledge of their aptitudes that will help them in making decisions about school and work. Since 1922 people have used the service to learn more about themselves and to derive more satisfaction from their lives. The Foundation has testing offices in eleven major cities across the nation. 161 East Erie Street, Chicago, IL 60611, 312-787-9141, Chicago@jocrf.org, <http://jocrf.org/>.
- **The John Joseph Group Ltd.** — (JJG) is a human resource consulting firm specializing in transition services since 1981. Executive coaching available and they also offer a variety of career development resources. 310 South Michigan Avenue, Suite 1400, Chicago, IL 60604, 312-663-4176, coach@johnjosephgroup.com, <http://www.johnjosephgroup.com>.
- **Lansky Career Consultants—Judith L. Lansky**—Committed to assisting job seekers, career changers and professionals in developing truly satisfying careers. The firm specializes in working with people who are making mid-life career changes or job transitions. 500 North Michigan Ave., Suite 1940 Chicago, IL 60611, (312) 494-0022, lanskycareers@yahoo.com.
- **LAWTERNATIVES™—Cheryl Rich Heisler, Esq.**— LAWTERNATIVES™ offers individualized career consulting to lawyers and other professionals exploring alternative career paths inside and outside of the law. 203 North LaSalle Street, Suite 2100, Chicago, Illinois 60601, (312) 558-1536, cheisler@lawternatives.com.

- **Nielsen Career Consulting—Sheila Nielsen, M.S.W., J.D.**— An attorney and trained social worker who provides general career counseling for lawyers. 7 Millennium Park Plaza, 155 North Michigan Avenue, Suite 564, Chicago, Illinois 60601, (312) 616-4416 and 1075 Pelham Road, Winnetka, IL 60093, (847) 441-0773, <http://nielsencareerconsulting.com/>.
- **Under Advisement, Ltd.—Kathy Morris, Esq.**— Offers career planning and job search guidance in confidential, individual consultation sessions for lawyers. 101 West Grand, Suite 200, Chicago, Illinois 60610, (312) 321-9448, info@underadvisement.com, <http://www.underadvisement.com>.

Illinois – Legal Recruiters

- **Ajilon Legal** 10 South LaSalle Street, Suite 1310, Chicago, IL 60603, (312) 201-8020, Chicago@ajilonlegal.com
- **Ankus Consulting Inc.**, Intercontinental Professional Plaza, 1525 North Park Drive, Suite 102, Ft. Lauderdale, FL 33326, (954) 349-4428, www.floridaisforme.com, info@ankusconsulting.com
- **Assigned Counsel Incorporated**, 707 Skokie Boulevard, Suite 600, Northbrook, IL 60062, (847) 509-7580, www.assignedcounsel.com, rmurphy@assignedcounsel.com
- **BCG Attorney Search**, 200 South Wacker Drive, 31st Floor, Chicago, IL 60606, (800) 285-9937, www.bcgsearch.com, jobs@bcgsearch.com
- **Blackman Kallick Legal Search**, 10 South Riverside Plaza, Chicago, IL 60606, (312) 207-1040, Legal_staffing.blackmankallick.com, wolf@blackmankallick.com
- **BransonKash Ltd.**, PO Box 980, Panama City, FL 32402, (850) 215-3461, www.bransonkash.com, vbranson@bransonkash.com
- **Chicago Legal Search, Ltd.**, 180 North LaSalle Street, Suite 3525, Chicago, IL 60601, (312) 251-2580, www.chicagolegalsearch.com, attorneys@chicagolegalsearch.com
- **Credentia, Inc.**, 980 North Michigan Avenue, Suite 1400, Chicago, IL 60611, (312) 649-0522
- **Early Cochran & Olson, LLC**, One East Wacker Drive, Suite 2510, Chicago, IL 60601, (312) 595-4200, www.ecollc.com, eco94@aol.com
- **Evers Legal Search**, 1910 South Federal Street, Suite B, Chicago, IL 60616, (888) 324-0154, www.everslegal.com, info@everslegal.com
- **General Counsel Corporation**, 980 North Michigan Avenue, Suite 1400, Chicago, IL 60611, (312) 649-1959, <http://www.gccconsulting.com>, jhoppe@generalcounsel.com
- **Gunther Group LLC**, Civic Opera Building, 20 North Wacker Drive, Suite 1920, Chicago, IL 60606, (312) 629-4900, www.GuntherGroup.com, info@GuntherGroup.com

- **Haydon Legal Search**, 5225 Old Orchard Road, Suite 8, Skokie, IL 60077, (847) 965-8222, www.haydonlegal.com, mhaydon@haydonlegal.com
- **Hire Counsel (contract)**, 150 North Michigan Avenue, Suite 2800, Chicago, IL 60601-1226, (312) 624-7668, www.hirecounsel.com, Chicago@hirecounsel.com
- **JB Consulting Group, Inc.**, Three First National Plaza, 70 West Madison Avenue, Suite 1400, Chicago, IL 60602, (312) 214-6122, www.jbcginc.com, jbcg@aol.com
- **Keith Ross & Associates, Inc. and the Intellectual Property Group**, 490 East Roosevelt Road, Suite 203, West Chicago, IL 60185, (630) 293-4000, www.keithross.com, lawyers@keithross.com
- **Kimball Professional Management**, One South Dearborn, Suite 2100, Chicago, IL 60603, (312) 212-4270, www.KimballProfessional.com, Frank@KimballProfessional.com
- **Korn/Ferry International**, Sears Tower, 233 South Wacker Drive, Suite 3300, Chicago, IL 60606, (312) 466-1834, www.kornferry.com, global.marketing@kornferry.com
- **LawyerLink Chicago (contract)**, (312) 962-5750, Lawyerlinkchicago.com, Jennifer Bertoglio
- **Legalpeople (contract)**, 311 W. Superior Street, Suite 402, Chicago, IL 60610, (312) 664-5100, www.legalpeoplegroup.com, jkosciolek@legalpeoplegroup.com
- **Lucas Group**, 230 West Monroe Street, Suite 850, Chicago, IL 60606, (312) 357-1160, www.lucasgroup.com/legal, kgeorge@lucasgroup.com
- **Major, Lindsey & Africa**, 35 East Wacker Drive, Suite 2150, Chicago, IL 60601, (312) 372-1010, www.mlglobal.com, chicago@mlglobal.com
- **McCormack Schreiber Legal Search Inc.**, 303 West Madison Street, Suite 2150, Chicago, IL 60606, (312) 377-2000, www.thelawrecruiters.com, info@thelawrecruiters.com
- **Mestel & Company**, 150 North Michigan Avenue, Suite 2800, Chicago, IL 60601, (312) 624-7660, www.mestel.com, infochicago@mestel.com
- **Providus**, 1 North LaSalle Street, Suite 1955, Chicago, IL 60602, (312) 726-9775, www.providusgroup.com, chicagoresumes@providusgroup.com
- **River West Consultants, Ltd.**, 200 West Madison, Suite 2650, Chicago, IL 60606, (312) 332-8300, www.riverwestconsultants.com, info@riverwestconsultants.com
- **Robert Half Legal**, 205 North Michigan Avenue, Suite 3301, Chicago, IL 60601, (312) 616-0220, www.roberthalflegal.com, chicago@roberthalflegal.com

- **Schulman Professional Search, Ltd.**, 150 N. Wacker Drive, Suite 1760, Chicago, IL 60606, (312) 251-8600, www.spsearch.com, schulman@spsearch.com
- **Special Counsel (contract)**, 150 North Michigan Avenue, Suite 2115, Chicago, IL 60601, (312) 814-0240, www.specialcounsel.com, chicago@specialcounsel.com
- **Spherion Professional Services**, 11 South LaSalle Street, Suite 1150, Chicago, IL 60603, (312) 917-1515, www.spherion.com, michaelruter@spherion.com
- **Tech Law Recruiting, Inc.**, 521 S. La Grange Road, Suite 104, La Grange, IL 60525, (708) 482-1111, www.techlawrecruiting.com, techlaw1@techlawrecruiting.com
- **Verdin Associates**, 25 East Washington Street, Suite 800, Chicago, IL 60602, (312) 855-1055, verdinlegal@aol.com
- **Wexler Siegel Group LLC**, 900 N. North Branch, Suite 722, Chicago, IL 60622, (312) 640-1860, jwexler@wexlersiegelgroup.com
- **Winston & Green**, 111 West Washington, Suite 841, Chicago, IL 60602, (312) 201-9777, www.winstonandgreen.com, dgwinston@winstonandgreen.com
- **Zenner Consulting Group, LLC**, 400 North Michigan Avenue, Suite 1220, Chicago, IL 60611, (312) 645-0400, www.lawposition.com, info@lawposition.com

Legal Recruiter Resources

FindLaw Database of Legal Recruiters

<http://careers.findlaw.com/recruiters/>

Google Directory of Legal Recruiters

http://directory.google.com/Top/Society/Law/Employment/Legal_Recruiters/

Axiom Legal

www.axiomlegal.com – Axiom Legal is located in New York and San Francisco and is made up of experienced attorneys who provide Onsite Counsel(sm) services to their corporate clients. Axiom lawyers are assigned projects, similar to a temporary agency.

Kelly Law Registry®

www.kellylawregistry.com - In 1987 Kelly Law Registry® (KLR) was established as a specialized business unit of worldwide staffing leader Kelly Services®. KLR is one of the nation's largest legal placement firms providing both temporary and direct hire placement for Attorneys. In Chicago at 111 West Washington Street, Suite 711, Chicago, IL 60602, (312) 332-0655.

Regional Career Counselor Guide

Career counselors who specialize in helping lawyers find alternate careers

<http://www.decisionbooks.com/counselors.shtml>

Out of State Career Counseling

California

- **Kerwin & Associates— Patrick L. Kerwin, MBA, NCCC & Jenna Gausman, M.S., RPCC**— Individual, Group, and On-Line Career Counseling — Individual Career Counseling services are tailored to your individual needs, and can include: personality assessment utilizing the Myers-Briggs Type Indicator®, the Strong Interest Inventory®, and the "Career Occupational Preference System". Individual job search planning services can help you: write a head-turning resume and cover letter; plan a winning job search strategy; and prepare you for successful interviews. 3666 Arnold Avenue, San Diego, CA 92104, (619) 295-8547, patrick@kerwinandassociates.com & 275 E. California Blvd., Suite H, Pasadena, CA 91106, (818) 790-9757, jenna@kerwinandassociates.com, <http://kerwinandassociates.com/>.
- **Career Company — Patti Wilson**—Career Coaching & Employment Consulting. Patti uses the *Seven Step Career Model* so candidates can successfully advance throughout their career. Patti works with the whole person – mental, emotional and spiritual – to support her clients in reaching their goals as they progress through their career. Patti established The Wednesdayjobgroup which is the largest online, independent, career networking community for people in the SF Bay Area and beyond. The list is a community of professionals who assist, inform and advise, form connections, and discuss issues they encounter in their careers. Patti Wilson moderates the list and allows only on-topic issues. Registration available on the Career Company website. PO Box 35633, Monte Sereno, CA 95030, 408-354-1964, info@careercompany.com, <http://www.careercompany.com>.
- **Lawyers in Transitionsm, Hindi Greenberg, J.D.**, — Lawyers in Transitionsm is a national career consulting firm which provides information and resources to help lawyers succeed in their job and career choices. Lawyers in Transitionsm offers individual consultations, contract legal work consultations, and career coaching. 15802 Shannon Way, Nevada City, CA 95959, (530) 274-7955, info@lawyersintransition.com, <http://www.lawyersintransition.com>.

Georgia

- **D&B Consulting — Deborah R. Brown, MBA, MSW**—Career Counseling and Executive Career Coaching for Professionals, Attorneys, and Entrepreneurs. D&B consulting helps clients reinvent a career and life they can enjoy through a process of career testing and assessment, career counseling and career coaching, executive coaching, strategic career planning, goal setting and job search, as well as performance improvement and achieving work/life balance. She works with clients from all over the US by phone, email and/or in person at her Atlanta, GA office. The program is structured, but is customized for the needs of each individual. Clients can choose amongst a variety of packages of which some include taking career assessments such as

the MBTI® personality test, the Strong Interest Inventory® instrument, and the 16PF Questionnaire. 3355 Lenox Road, Suite 750, Atlanta, GA 30326, 404-504-7079. Debbie@DandBconsulting.com, <http://www.dandbconsulting.com/index.htm>.

Massachusetts

- **Mosaic Careers — Ingrid Goldbloom Bloch, M.A.** — General career counseling, career transition counseling, self-assessment testing, resume, interviewing and networking skills. They are certified administrators of the Myers-Briggs Type Indicator (MBTI), the Strong Interest Inventory and Skillscan. Located in the Boston area. Ingrid@mosaiccareers.com <http://mosaiccareers.com/>
- **Center for Professional Development in the Law — Ronald W. Fox, LL.B** — Provides support and guidance in individual confidential sessions primarily in person for those who live in New England or New York and over the telephone for those living in other parts of the country. They work with lawyers actively seeking new positions as well as those simply interested in exploring their options. They enable clients to make informed decisions by giving them the information they need to overcome the barriers, including false assumptions and outside pressures, that keep them from making positive career moves. Their goal is to help our clients develop as professionals and find positions consistent with their personal values and professional goals. Marblehead, MA 01945, (781) 639-2322, cpdl@shore.net, <http://www.ronaldwfox.com>.

New York

- **Lynn Berger, M.A., Ed.M., NCC, PCC** — Counseling people in career transition through analysis, planning, testing and personal development. Providing executive, corporate and career coaching for business professionals. 1199 Park Ave., Suite 7A, New York, NY 10128, 212- 289-5197 & 125 East 84th Street Suite 1B, New York, NY 10028, lynn@lynnberger.com, <http://www.lynnberger.com/>.

Pennsylvania

- **Career Visions — Diane Freedman & Jane Finkle** — They offer a range of services designed to guide individuals toward their personal career vision. Whether you are seeking career counseling, job search services, coaching, assessing your options, or are preparing for retirement, Career Visions wants to help you identify your skills and special talents. Career Visions will guide you through a series of Career Action Steps, a model of career development. 1601 Walnut Street, Suite 1408, Philadelphia, PA 19102, 215-564-5277, info@careervisions.cc, <http://careervisions.cc>.

Washington

- **Centerpoint Institute for Life and Career Renewal** Founded in 1992, Centerpoint Institute for Life and Career Renewal is an educational, non-profit organization dedicated to changing the way we live and work. They offer career counseling, support groups, educational workshops, life and career renewal retreats. 4000 NE 41st Street, Building D - Suite 2, Seattle, WA 98105-5428, 206-686-LIFE (5433), <http://www.centerpointonline.org/>.