Welcome to the Office of Career Services, where we offer you a variety of career planning services to support your job search efforts! We hope the following information will help you become acquainted with us. The most current source of information about our office is our website, www.luc.edu/law/career. Please check it frequently!

Office Hours

Monday, Tuesday, Friday 8:30 a.m. -- 5:00 p.m.
Wednesday, Thursday 8:30 a.m. -- 7:00 p.m.

Please note that our hours during the summer, exams, and holiday periods may differ slightly from this schedule. We accept counseling appointments for evening division students and alumni before or after our normal office hours. Please call, email, or stop by our office to schedule an appointment.

Location

Philip H. Corboy Law Center
25 East Pearson Street
Suite 1370
Chicago, IL 60611
Phone: 312-915-7160
Fax: 312-915-7194
E-mail: law-career@luc.edu
Website: www.luc.edu/law/career
Symplicity website: http://law-luc-csm.symplicity.com/students

Staff

Marianne Deagle
Assistant Dean
Email: mdeagle@luc.edu

Maureen Kieffer
Associate Director
Email: mkieffer1@luc.edu

Mary Beth Wynn
Associate Director
Email: mwynn@luc.edu

Deborah Gutman
Assistant Director
Email: dgutman@luc.edu

Alissa Holterman
Office Manager
Email: aholter@luc.edu

Who is your career counselor?
- Last names beginning with A-G: Maureen Kieffer
- Last names beginning with H-O: Mary Beth Wynn
- Last names beginning with P-Z: Marianne Deagle

Career Services Student Advisory Committee
Leigh Abrams  Brittany Kubes  Julie Van Grinsven
Valerie Atria  Donato Latrofa  Joseph Van Leer
Deborah Baker  Samantha Martin  Elizabeth Winiarski
Christine Becer  Christopher Michael
James Fournier  Kathleen Sullivan
**GLOSSARY**

**Externship** – An attorney-supervised student internship for which academic credit is granted, done during the school year or summer. Associate Dean James Faught and Maureen Kieffer administer the externship program, which includes opportunities in criminal, corporate, child law, health law, government and agency, and judicial. Many of these opportunities require a 711 law license. Judicial externships do not require a 711 license.

**Fellowship** – Funded opportunities to work in public interest organizations or in law schools either during your law school career or for full time post-graduate employment. The range of practice areas and geographic locations available are numerous.

**Internship** – A non-paid position, with no academic credit awarded, typically in government or public interest organizations.

**Job Fairs** – Opportunities to meet numerous employers to learn about their organizations and possibly to interview for positions. Some job fairs are information oriented and provide an opportunity to talk to attorneys in the field (“table talk”). Other job fairs offer opportunities to interview for summer or post-graduate employment.

**Judicial Clerkships** – A post-graduate opportunity to work full time for a judge researching, writing, and assisting the judge in resolving the cases pending on the judge’s docket. Opportunities exist in state courts as well as federal courts. The application process starts in the spring of your second year.

**Law Clerk** – A part time, paid position at a law firm usually held by a law student either during the school year or the summer.

**Mass Mailing/Targeted Mailing** – A mass mailing is a job search strategy in which an applicant sends a generic cover letter and resume to numerous potential employers, usually law firms. A targeted mailing is a more tailored approach in which a student selects certain firms based on his/her interest/background. For example, a student interested in family law may send materials to law firms with family law practice groups.

**Mock Interview** – A simulated legal interview with a career counselor where the counselor gives detailed feedback and tips for polishing your interviewing skills.

**Networking** – The exchange of ideas and information in such a way that it builds personal relationships. Networking is one of the most effective and successful ways to find a job. Statistics indicate that 75% of job seekers gain employment through networking and contacts.

**On Campus Interviewing (OCI)** – An opportunity available to 2L and 3L students in the fall to interview on campus with various employers. The process to prepare for OCI begins in the spring and extends throughout the summer.

**Practice Areas** – An attorney’s legal specialty or the area of law in which an attorney primarily focuses his or her career. Many firms and public interest organizations are organized into practice areas. The ten most common practice areas include: Bankruptcy, Banking & Finance, Corporate Practice, Intellectual Property Law, Litigation, Real Estate, IT Litigation, Labor & Employment, Reinsurance, and Tax.

**Practice Setting** – the type of legal organization in which an attorney works. Various practice settings include: firms, government, public interest organizations, corporations, banks, etc.

**Reciprocity** – An agreement between Loyola’s Office of Career Services and another law school’s career
services office to allow law students or alumni to use job search resources. This is a useful job search tool when you are looking for employment in another city or geographic region of the country.

**711 Law License** – Under Illinois State Law, students studying for the J.D. degree who have completed 51 credit hours are eligible to apply to the Illinois Supreme Court for a 711 license, which allows them to practice law under the direct supervision of a licensed attorney. Many externships require a 711 license.

**Summer Associate** – A position for 2Ls in which the student is paid a salary for the summer with the possibility of receiving an offer for full time employment for post-graduation. These programs are most often available at large law firms and the interview process takes place in the beginning of the second year.
HOW TO USE THE OFFICE OF CAREER SERVICES
CAREER COUNSELING
Students and alumni may seek individual career counseling with our staff. Call 312-915-7160, email law-career@luc.edu, or stop by to schedule an appointment in advance. Appointments may be made to assist students with: self-assessment, career planning and job search counseling, networking, resumes, cover letters, waiver letters and thank you letters, job selection and acceptance issues, interview skills counseling, and mock interviews.

MOCK INTERVIEWS
Individual mock interviews are offered to students and alumni to improve their interviewing skills. Most students who participate find this to be a very useful tool to improve their interviewing skills. To schedule a mock interview, contact the Office of Career Services.

COMPUTER RESOURCES
The CSO has several computers, printers, fax machine, and a scanner available for students and alumni to do career-related research using LexisNexis, Westlaw, the PSLawNet public service database (www.pslawnet.org), Symplicity (http://law-luc-csm.symplicity.com/students), and other internet resources. You may print resumes, cover letters, and writing samples and use Microsoft Excel to mail merge labels and/or cover letters for use in targeted mailings.

INTERVIEW PROGRAMS
Loyola participates in several interviewing programs including:

- On-Campus Interviewing Program at Loyola University Chicago
- Midwest Public Interest Law Career Conference
- BLSA Midwest Minority Job Fair
- Minnesota Minority Job Fair
- Equal Justice Works Conference & Career Fair (Washington, DC)
- Lavender Law Conference
- Patent Law Interview Program*

*Organized by Loyola and takes place in Chicago every summer.

JUDICIAL CLERKSHPES
The Office of Career Services presents a program on Judicial Clerkships every spring to introduce students to this important postgraduate option and the application process. The application materials, including a list of judges for both state (Illinois Supreme and Appellate Courts) and federal (all courts in the Seventh Circuit) courts are available on our website. Additionally, see the Judicial Clerkship Handbook on our website. This document contains information on applying for a Judicial Clerkship, including how to use the Online System for Clerkship Application and Review (OSCAR) for federal clerkships.

SPEAKERS AND PROGRAMS
Every year, the Office of Career Services sponsors a number of career skills and legal career information programs. These programs vary from “How to Choose a Practice Area” to “How to Apply for Judicial Clerkships.” In addition, the Office of Career Services brings in speakers from a variety of practice settings to discuss their careers with students.
EXTERNSHIP OPTIONS
An externship is an attorney-supervised student internship for which academic credit is granted. Externships present a wonderful opportunity to receive course credit as well as exposure to the practice of law in an area of interest. Sometimes these experiences lead to employment opportunities.

Associate Dean James Faught and Career Services Associate Director Maureen Kieffer administer the externship program. There are two categories of externship sites: judicial and non-judicial. After your first year, you are eligible to participate in judicial externships. Once you have completed 51 credit hours, you are eligible to participate in non-judicial externships.

For further information, visit http://www.luc.edu/law/academics/special/externships.html. Look for externship information session announcements in the middle of each semester, and keep in mind that you need to line up an externship well in advance of the semester or summer in which you wish to do the work.

PUBLIC SERVICE RESOURCES
The Office of Career Services provides specialized career support for students and alumni interested in public service careers: government, nonprofit legal aid and public interest advocacy organizations, public interest-oriented private law practices, and similar settings. The office helps link students, regardless of career direction, with pro bono opportunities that can help you serve the community while gaining legal experience, exploring career options, and building your professional network.

RESOURCES

SYMPLECTITY
Symplicity, the Career Services job posting database, contains a list of all part- and full-time job announcements received by the office. Our office also uses Symplicity to manage student information and schedule interviews for the on-campus interviewing program. All students will be given a Symplicity username and password during November of their 1L year. Symplicity can be accessed at http://law-luc-csm.symplicity.com/students.

PUBLICATIONS AND HANDOUTS
Publications and printed materials available in the CSO include:

- A wide variety of books that discuss career planning, job search techniques, and particular legal practice areas; magazines; newsletters; newspapers; and handouts are located in the office for use by students. Stop in and have a look.


- Handouts on: Conducting an Out of State Job Search, Bar Associations and Legal Organizations, International Job Opportunities, and many more.

EMPLOYER INFORMATION
Information about different types of legal employers is available through employer websites, the Office of Career Services website, and in our office. Some examples:

- The *Martindale-Hubbell* directory of lawyers, law firms, and related information can be viewed online at [www.martindale.com](http://www.martindale.com). If you are looking for Loyola alums, this is the website to visit.


- The Chicago Area Four or More List is a list of all Chicago area law firms that have four or more attorneys. This document is available on our website in PDF or Excel format.

- The *National Directory of Legal Employers*, published annually by the National Association of Law Placement, contains profiles of its member employers. These profiles are helpful in describing various characteristics of a legal employer such as practice areas, names of legal recruiters and hiring partners, organizational demographics, and starting salary. This is available in hard copy in the Office of Career Services or can be viewed online at [www.nalpdirectory.com](http://www.nalpdirectory.com). Keep in mind that this directory is not exhaustive.

- The University of Arizona Government Honors and Internship Handbook contains various honors programs and internships for 1Ls, 2Ls, 3Ls, and LLM students. It can be accessed online at [http://www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm).
First-Year Job Search
Frequently Asked Questions

What is the role of the Office of Career Services in helping me to find employment?
The role of our office is to assist you in assessing your career goals, exploring how you can apply your legal education to the workplace, and preparing you to make the transition to a professional career. The Office of Career Services provides the following services:
- individual and group career counseling
- resume and cover letter counseling
- interview skills preparation
- programs on career choices in the public, private and alternative sectors
- access to books, periodicals, directories, newsletters and computer resources
- on-line access to job postings and lists of legal employers
- information regarding practice areas and settings, judicial clerkships, job fairs, fellowships, networking resources, honors programs, etc.

What is the best way to prepare for a summer job search?
- Read the entire 1L Handbook
- Revise your resume as a legal resume by using the “How To Write a Resume” document
- Attend a Resume & Cover Letter Workshop
- Make an appointment with the Office of Career Services to discuss your career goals, gain exposure to our resources, and review your resume
- Use Symplicity, create a profile and get familiar with maneuvering the job postings
- Create a cover letter by using the “How To Write a Cover Letter” document.

How do I make an appointment with one of the Career Services counselors?
- Call the office at (312) 915-7160
- Email the office at law-career@luc.edu

What is Symplicity?
Symplicity is an internet-based application that manages career services information. Our office uses it to manage student information, post jobs, and schedule interviews for our on-campus recruiting and patent law interview programs. To access Symplicity please go to: https://law-luc-csm.symplicity.com/students/index.php and enter a username and password, which our office will provide you via email on November 1st.

How often should I check Symplicity?
You should begin checking Symplicity periodically in late November to get familiar with it. After your return from Christmas break, you should check Symplicity twice a week to look for summer opportunities.

How do I identify law firms to contact about summer jobs?
Look at the following resources, which can be found in our office, online or at our website:
- Symplicity job postings
- Chicago Area Law Firms With 4 or More Attorneys list
- Sullivan’s Law Directory
- NALP Directory of Legal Employers at: www.nalpdirectory.com
Where do I look for a public interest or government job this summer?
You should determine the type of work you would like to do and then contact the organizations that do that type of work. Take a look at the following resources, found in our office or at our website:

- Our website (www.luc.edu/law/career)
- Check Symplicity for public interest job postings
- Public Service Career Planning & Job Search Guide
- Public Service Law Network – PSLawNet.org
- University of Arizona Government Honors and Internship Handbook www.law.arizona.edu/career/honorshandbook.cfm
- Sullivan’s Law Directory: Federal, state, county and city agencies
- Federal Legal Employment Opportunities Guide - published by NALP
- List of Employers Who Hired 1Ls Last Year (included in 1L packet)
- Look at the Public Interest Law Initiative (PILI) at www.pili-law.org/index.html

How do I find a job with a judge this summer?
First year students are eligible to apply for summer judicial externships in the spring semester. Dean Faught administers the externship program and will send out an email early in the spring semester to inform you about these opportunities. Information regarding judicial externships can be found at www.luc.edu/law/academics/special/externships.html. Aside from the Judicial Externship program, students may initiate a search for a position with a judge by accessing the Symplicity job postings or by directly contacting judges to inquire about job opportunities.

When should I be ready to send out resumes?
If none of the opportunities you are interested in have early deadlines and you do not intend to job search before winter break, you should have a resume and cover letter ready to go out by early-February, which means you should spend time over the Christmas break working on your resume and a cover letter. In January you should make an appointment to have your counselor review them with you. Do not wait until March 1 to begin this process.

What should I expect to be paid?
- Most small and medium law firms will pay you an hourly wage of between $10.00 and $30.00 per hour. Most large law firms do not hire 1Ls for the summer. The few who do, offer a salary of between $2000 and $3000 per week.
- Summer internships with public interest organizations and government agencies tend to not pay but offer great opportunities to gain valuable experience. See funding ideas on our website.
- Although jobs working in-house for a corporation can be difficult to find, corporations tend to pay a weekly salary.
Career Resources

Law School Job Search Timeline

FIRST YEAR

November
- Attend Career Services First Year Orientation
- Read the 1L Career Services Handbook
- Attend a Resume/Cover Letter Workshop and meet with your OCS counselor
- Use Symplicity username and password to explore the Symplicity database
- Respond to listings posted on Symplicity, PSLawNet and Government Honors & Internships Handbook
- Regularly read the OCS website and our emails
- Read the OCS Newsletter
- Read the Law School Announcements emails

December
- Begin preparing materials for mailing resumes out for summer job. Letters cannot be sent prior to December 1st. Some big firms will interview over winter break.
- Use the Chicago Area Law Firms With Four or More Attorneys document on the OCS website
- Look for law firm invitations to attend receptions over the winter break.
- Continue meeting with OCS counselors to review resumes and cover letters
- If you want a job in your home town or another city, send letters to employers letting them know you would like to interview with them over winter break (letting them know when you will be in their town)
- Register for the Midwest Public Interest Law Career Conference (http://mpilcc.uchicago.edu/). Research the employers who attend this event.

Winter Break
- Contact individuals in your network (former employers, parents’ friends, friends’ parents) to discuss summer job opportunities
- Send letters out for summer job opportunities with large law firms
- Follow-up with employers

January
- Continue to respond to Symplicity, PSLawNet and Government Honors/Internship opportunities
- Follow-up with employers who have not responded to winter break mail campaign

February
- Be aware of deadlines for summer funding, fellowships, internships, grants and other public interest funding
- Follow-up with employers who have not responded to winter break mail campaign
- Attend Midwest Public Interest Law Career Conference in Chicago
- Watch for postings for law school clinic jobs and research assistant positions
- Begin to schedule out-of-town interviews for spring break
- Consider applying to become a judicial extern for the summer or fall – look for emails to that effect

March
- Register for Loyola’s Patent Law Interview Program (if you have a background in science or technology)
- Watch for job deadlines this month and get materials to those employers on time

Spring Break
- Contact individuals in your network to discuss summer opportunities and/or to gather information about legal practice
- Schedule interviews for summer employment

April
- Attend orientation for fall On-Campus Interviewing
- Attend “Preparing for Your Summer Job” program
- Attend OCS programming
- Register for job fairs
- Try out for law journals and/or moot court, which provide excellent experience and are good on a resume
Summer Break
- Register for job fairs (CCBA, BLSA, Vault, Lavender Law, Minnesota, IMPACT, etc)
- Work full or part-time to obtain legal experience
- Read emails from OCS and the OCS website to remain informed about fall OCI, second year job search information, and other career services events and activities
- Notify OCS of any changes in your contact information over the summer
- Update your profile and resume on Symplicity
- Continue to respond to Symplicity listings
- Update your resume and cover letter
- Make a list of references
- Select one or more writing samples and revise and redact as necessary
- Create a career file to keep track of your summer work experience and contacts including: (1) brief descriptions of your assignments, (2) your written work product, (3) list of clients for whom you worked, (4) list of attorneys with whom you worked
- Research long-term career options and geographic areas

SECOND YEAR
July/August
- Complete Summer Employment Survey
- Revise resume to reflect summer experience
- Interview at Patent Law Interview Program
- Complete registration for fall OCI, scan resume into Symplicity, bid on OCI employers, begin interviews
- Schedule a mock interview
- Attend “Interview Tips” program where students give their perspectives and advice about the OCI process
- Interview at job fairs
- Watch for Department of Justice Summer Law Intern Program Deadline – usually in early-September
- Watch for other Honors Program deadlines
- For large law firms not participating in OCI, send resumes and cover letters to them in August
- Follow-up with any employers whom you have contacted directly
- Obtain a current transcript from the Loyola University Registrar in Lewis Tower, make copies for distribution to employers, and create a PDF of your transcript by having it scanned in the Office of Career Services

September - October
- Complete Summer Employment Survey
- Interview with on-campus employers
- Attend “Beyond OCI” program and other career search programming sponsored by the Office of Career Services
- Apply to be a judicial extern for spring semester
- Attend the Minnesota Minority Recruitment Conference
- Attend the BLSA Midwest Minority Career Conference, Cleveland, OH (*registration in September*)
- Attend the Equal Justice Works Conference and Career Fair, Washington, D.C
- Update your resume
- Schedule meetings with OCS to plan for 2L summer job search

November
- Attend Public Service Employers Reception
- Read the OCS website and newsletter for additional events and opportunities
- Register for Midwest Public Interest Law Conference (February)
- If you have accepted employment, make sure to notify the OCS

Winter Break
- Mail targeted mailings to large firms for summer jobs

January
- Schedule counseling appointment to focus job search
- If considering a post-graduate fellowship, attend the fellowship workshop

February
- Attend the Midwest Public Interest Law Career Conference, Chicago
- Attend the judicial clerkship panel discussion presented by current/former judicial clerks
March
- Be aware of judicial clerkship application process – all materials are due in July – plan to attend orientation meeting
- Respond to listings posted on Symplicity, on PSLawNet and in government Honors & Internships Handbook, and other sources
- Watch for postings in the law school for clinic jobs and research assistant positions
- Attend Fall On-campus Interviewing Orientation
- Register for job fairs
- Check Symplicity daily for job postings for summer work

Spring Break
- Contact people in your network to discuss summer opportunities and/or to gather information about legal practice
- Apply for jobs
- Conduct out-of-town interviews

April
- Follow-up on resume mailings and interviews

Summer
- Work in a legal job to obtain experience
- Read emails from OCS and pay attention to the OCS website
- Notify OCS of any changes in your contact information
- Participate in judicial clerkship application process
- Obtain a current transcript from the Loyola University Registrar in Lewis Tower
- Update resume

THIRD YEAR
August/September
- Complete Summer Employment Survey
- Make an appointment with OCS to do discuss third year job search strategy
- Attend OCS programming
- Schedule a mock interview
- Update resume and cover letters to reflect summer employment
- Participate in on-campus interviews
- Complete fellowship and honors program applications (DOJ Honors Program deadline is early September)
- Continue to attend receptions, programs, and bar association activities to network

Throughout the Fall
- Make an appointment with the OCS to discuss your job search strategy
- Attend OCS programming
- Continue mailing resumes, focusing job search, networking
- Work in a Loyola clinic
- Attend the Loyola Alum/Employer Reception
- Attend Public Interest Organizations Reception
- Work part-time to obtain legal experience

Winter Break
- Work on bar exam application

Spring
- Continue mailing resumes, focusing job search, networking
- Work part-time to obtain legal experience

Graduation
- Study for bar exam, pass, and embark upon legal career!
NETWORKING GUIDE
# Networking Guide

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NETWORKING FACTS
Fact: Approximately 70% of all jobs are found through networking
Fact: 60% of all jobs openings are never advertised.
Fact: The best way to learn about job openings is to talk to lawyers practicing the kind of law you want to practice
Fact: Students who network find jobs much more easily than those who do not
Fact: Networking is the most powerful job search technique in existence.

WHAT IS NETWORKING?
Networking is simply meeting people, gathering information, and developing a relationship. As law students, you are entering a new profession. In order to know which aspect of the profession you might want to pursue, you will need to meet lawyers who can give you advice, perspective, mentoring, introductions to people and sometimes job leads that will help you throughout your career. Networking is not so much about who you currently know, although that helps – it is about whom you meet and with whom you develop a relationship. All facets of your life can be enhanced by developing a strong network – getting solid recommendations about good restaurants, real estate agents and doctors, for example, or figuring out how to get good tickets to a big game or concert can be much easier to do if you have a network of contacts you can go to for advice. Networking can take place anywhere – in an elevator, airplane, a law school event, at a bar association meeting – anywhere two people are talking and building a relationship. The topic of the conversation is not as important as building rapport and establishing a level of trust and credibility.

WHAT NETWORKING IS NOT
The act of networking can have a bad connotation because there are people in the world who do not network correctly. Schmoozing, pressing the flesh and working a room are not networking. Asking for a job is not networking. Never, ever ask for a job when you are networking. It is the fastest way to end a conversation because most people you meet will not have a job to give you. What they will have are their expertise, time, ideas and information, which may lead to a relationship and to the possibility of a job somewhere sometime in the future. Meeting with an alum to gather information about that alum’s career path and practice area is networking and you should begin to hone this skill during your first year at Loyola.

WHY YOU SHOULD NETWORK
Distinguishing yourself from other applicants is essential to obtaining an interview. It is not unusual for a law firm to place a job announcement on an internet job site and within days have hundreds of resumes from that single posting. Career counseling professionals estimate that almost 60% of all jobs that are filled never get advertised – no newspaper or internet ad, no placement on a company website, no professional recruiter or headhunter, no career fair. So – how do people learn about these opportunities? Current employees of the company often tell the people who have networked with them when a position is opening and/or help them get interviews. All this occurs before the company advertises the opening.

Consider this from the employer’s perspective. If you were a hiring manager at a law firm and had several trusted employees, would you spend thousands of dollars advertising an associate position, sift through hundreds of resumes, conduct several hours of interviews, and the hire someone you do not know with the hope that this new person will be a model employee. Or would you rather interview candidates referred to you by trusted friends and colleagues who have put their reputations on the line by referring candidates to you – their boss.
Before you start any undertaking, you need to prepare by taking care of some basics. If you were to take a road trip this weekend you would pack a bag, fill your car with gas, take out money from the bank and even buy a map. The same holds true with networking; you need to be prepared.

Developing Your One-Minute “Elevator” Speech
You are in an elevator and happen to strike up a conversation with a lawyer standing next to you. Can you quickly give a one-minute speech that will let the person know who you are and what your career interests are? If you have not developed this one-minute speech, it is critical that you create one and get good at communicating it. By developing a one-minute “elevator” speech, you will sound like someone who has a plan, knows what they want and you will make a good first impression and increase the likelihood of making a new contact. A good one-minute elevator speech includes:

1. Relevant background information: education and experience
2. A summary of your career interests
3. A question about the lawyer’s practice area or career path

For Example:
I am a second year law student at Loyola University Chicago School of Law. I am a child law fellow and hope to practice in the area of family and child law when I graduate in 2011. I did a summer internship this past summer at the Public Guardian’s office and now work at Nadler, Pritikin, & Mirabelli. The internship allowed me to advocate on behalf of children in child custody cases. At Nadler I am doing legal research and writing on divorce, child custody, adoption and elder law issues and have gone to court on several cases with the lawyers in the firm. I would like to use this experience to practice as an associate in a family law firm after law school.

Networking Steps
Resume
Be sure to have your resume reviewed by your career counselor in case one of your contacts requests it.

Research and Find Common Ground
Before contacting anyone, begin by assessing your personal network. Think about all of the people you know (friends, family, classmates, former employers or co-workers, community figures, acquaintances from your place of worship, past or current faculty, etc.). Let the people in your network know about your interests. Ask them who they might suggest you talk with to learn more about the field you are interested in. Contacts are often very willing to provide information and share their expertise with others for the asking. You will find people enjoy discussing themselves and their work, especially with novices in the field. Beyond your own personal network, there are numerous resources that will help you expand your network. Join bar associations, read legal newspapers, magazines, and journals about the going’s on in the local legal community, talk to faculty members, check out Martindale.com and Lexis/Nexis and Westlaw’s career websites. Then scour organization/firm websites for bios on the attorneys. Find a Loyola grad or a graduate of your undergraduate institution. Look for an alum in the city you hope to move to. Talk to the Office of Career Services for ideas. Look for someone you have a connection to. They are more likely to share their time with you if you have something in common.

Create Your Correspondence Asking for an Informational Meeting
Create an email message or write a letter asking for a 30 minute informational meeting with a person you hope to network with and have your counselor review it for content and tone. The informational interview is one piece of the “job search strategy puzzle.” It is part of a research process, one in which information and contacts are gathered from people who are already working in target positions or organizations. It is an excellent method of conducting market research. The structure of the informational interview is one in which you ask the majority of the questions and direct the course of the discussion, as opposed to the job interview in which you are answering questions about yourself.
WHY DO INFORMATIONAL MEETINGS?
- To research job market information
- To find out about career paths that you did not know existed
- To help clarify, define, and re-define your interests and goals, gaining self-awareness through the process
- To prepare for job interviews – the more comfortable you become meeting with attorneys to discuss the legal profession, the less stress you will experience when you interview for positions in the legal profession
- To get first-hand information and impressions from people who know the ins and outs of the profession
- To get leads on jobs and/or other information interviews
- To learn about professional organizations and publications which may be helpful to you in your career
- To build confidence in your ability to discuss your career interests, strengths, and goals
- To discover whether your strengths and personality would be well suited to a specific career
- To become a more impressive job candidate by learning what is important to employers
- To expand your professional network and become known by the “players” in the field
- To develop skills that will serve you throughout your professional life

What Your Correspondence Should Contain
Your connection to the contact: state that you are a Loyola law student or a graduate of your common undergraduate school (or whatever connection you have to the person).

State Why You Are Contacting Them
Because, for example, they have a tax practice and you are interested in learning more about it or because they practice in a four attorney firm and you are interested in learning more about small firm practice. For example: “I really want to learn more about your tax practice and the career path that you took,” or “I’d really appreciate any advice you would have for a student interested in family law and how to best market myself in a down economy,” or “I’d love to get your thoughts on the firms in Chicago that are doing the best work in your area of law.”

Example telephone call and email script:
“Mr. Jones, my name is _________. I am a 1L/2L/3L at Loyola, and I was given your name by _________. I understand that you practice in the area of _________, and I am very interested in learning more about that field. I’m looking for some general information and wonder if you might have 15 minutes for me to drop by your office. I’d love to hear your advice and ideas for a student in my position.”

Or, you can send an email along the lines of:
Dear Ms. Jones:

I am a 1L/2L/3L at Loyola, and I was referred to you by Professor _________ when she learned of my interest in tax law. I’m very interested in the field, and would love to get your insight on how to make myself most marketable to firms with a strong tax practice. If you could spare 15 minutes for a brief meeting in your office or a phone call at your convenience, I would appreciate the opportunity to get your best advice for a student in my position. Please let me know if there is a convenient time to reach you, and I will follow up by phone next week.

Sincerely,

Susan Student
Follow-Up:
Follow-up via a telephone call within 72 hours to try to schedule a meeting.

Be Prepared To Talk When You Call:
When you call, your contact may answer the phone and say “I have 10 minutes right now, let’s talk” so be prepared to have the conversation right then. Prepare a list of questions to ask about their practice, their firm, their career path, how they see their practice changing and developing in the future, what types of classes and internships they would recommend, etc. Make sure your resume is updated and proofread so you can provide it immediately should they request it. Otherwise, ask your contact when it would be convenient for you to meet them at their office. All correspondence, whether in letter or email format, must be professional, grammatically correct and typo free. Proofread!

WHAT TO DISCUSS IN AN INFORMATIONAL MEETING
Your goal is to gather information which means you need to be prepared to ask your contact questions. In other word, it is up to you to direct the discussion. Your goal is to acquire basic information and impressions about work responsibilities, lifestyles, working conditions, educational and experience requirements, etc. Remember that the informational interview should be a low-stress, enjoyable conversation.

Introduce yourself and establish a climate of relaxation through “ice-breaker” types of conversation (mutual contacts, the weather, the office environment). Express your appreciation that the contact is taking time to talk with you. Recognize that their time is valuable and that you don’t want to take up too much of it. Continue to develop rapport by asking the contact to tell you about their position, their personal career development, and their likes and dislikes about the field.

Suggested Questions to Ask Your Networking Contact
Design your questions by first considering what you want to know. Your first informational interviews may be fairly general. As the search continues, you will ask more sophisticated questions about how to find a job in a particular market. Any of the questions that follow will provide you with useful information:

- Can you describe a typical day in the office – do you have typical days?
- How did you become interested in this area of the law?
- What part of your job provides the most challenges?
- What motivates you to continue despite the difficulties of this field?
- What changes have you seen in your practice area over the years?
- What do you believe the future holds?
- Are there any lifestyle considerations I should be aware of?
- If you could start all over again, would you choose the same path?
- Are there any personal attributes which you feel are crucial to success in this field?
- What kinds of coursework, additional training, and practical experiences will make me most marketable in your field?
- What do you think of my experiences to date? Am I an attractive candidate? If not, what would make me more so?
- Are there any professional organizations or publications that I should look into to learn more about the field?

End the interview with expressions of thanks for the contact’s time and candor. As you near the end of the discussion, say, “You have been very helpful, thank you so much for taking the time to speak with me. Is there anyone else in Chicago you would suggest I talk to about practicing family law? May I say that you suggested I call?” Ask for permission to stay in touch to inquire about new developments and future leads.
Always Say Thank You
After calling or meeting your contact, send a thank you note or email right away. Explain how much you 
appreciate the referrals and let them know that you’ll be in touch from time to time.

Evaluation and Follow-Through
An important final step is the evaluation of the information which you have gathered, and following up on any 
leads that you have been given. Ask yourself the questions: What positive and negative impressions do I now 
have about the practice area/setting? How did this interview help me to clarify my career objectives? What 
more do I want to learn about this practice area/setting? What are my next steps? After each informational 
interview, you should also make notes about your conversation to follow up on each lead and suggestion you 
were given. If you were given additional names of attorneys practicing in the field – follow up with them! It 
would be embarrassing for a contact to let a friend of theirs know that they referred “a really terrific Loyola 2L” 
to them – and that really terrific Loyola 2L never bothered to call. If a contact suggested groups to join or 
publications to read, make sure you check them out. Following up on the suggestions you were given will also 
create opportunities to get back in touch with your contact to say thank you – for a personal referral that turned 
into a job offer, for a book recommendation that you found particularly helpful in your job search, etc.

CONTACT MANAGEMENT SYSTEM
Keep track of the people with whom you network by using Access, Excel, a three-ring binder or note cards. 
Record your contact’s name, contact information, employer, notes, follow-up, date of last contact.

ETUQUETTE AND OTHER CONSIDERATIONS
- Make at least three contacts per week during the semester. Remember that looking for a job is like 
taking another class so set time aside each week to conduct your search.
- Many of your networking contacts will have tight schedules, do not demand too much time.
- Professors can be an important link on your network chain – talk to them about their area.
- Do not ask for a job or internship – just ask for information in order to build the relationship.
- Follow-up promptly on referrals.
- Contact people by their preferred method of contact – don’t try to get around it.
- Prepare a telephone script and proofread your email before making contact.
- Don’t give up – you may need to try 2-3 times to reach the contact.
- Be confidential – don’t share sensitive information the contact shares with you.
- Keep your relationship with your contact alive by periodically checking in and updating him/her.
- Send your contact a thank you card or letter to let him/her know how their counsel has been valuable.
- Networking is a two-way street – if you see or read information your contact might find useful, share it 
  with him/her.
Dear Ms. Smith:

I would like to thank you again for meeting with me the morning of the 25th. Your advice was very helpful, and I have contacted Mr. John Jones as you suggested. In addition to that contact, since our last meeting I have actively pursued job openings with Lennon, Starr, Harrison, & McCartney, LLP; Jagger, Richards, Watts, & Wood, LLP; and Dylan & Baez, PC.

From time to time, I would like to drop you a quick note to keep you updated on my progress. Thank you again for your time and insights.

Best regards,

Susan Student
<table>
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<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>PHONE/EMAIL</th>
<th>NOTES</th>
<th>FOLLOW-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Sam Smith</td>
<td>Met at church</td>
<td><a href="mailto:ssmith@lawfirm.com">ssmith@lawfirm.com</a> 312-555-9876</td>
<td>Met with on 11/25</td>
<td>Email after first semester grades are posted.</td>
</tr>
<tr>
<td>Ms. Kate Kelly</td>
<td>Friend’s aunt</td>
<td><a href="mailto:kkelly@legal.org">kkelly@legal.org</a> 312-555-0155</td>
<td>Send email on 12/2</td>
<td>Call to set up meeting.</td>
</tr>
</tbody>
</table>
HOW TO WRITE A RESUME
The purpose of a resume is to get you an interview. It is a marketing piece and often your first point of contact with potential employers. Employers often look at resumes for less than one minute, so you need to make every word count. Your resume should be appealing to the eye, easy to read, and contain information a legal employer wants to read. Put yourself in the shoes of the reader – do not assume the reader will know what you mean, so be specific and be clear.

**HOW TO GET STARTED**

Make a list of the following:

- Everything you have done since high school graduation, including your education, jobs, volunteer work, achievements, awards, internships, hobbies, and language skills
- Any legal experience you have acquired prior to or during law school
- Any research and writing skills you have acquired prior to or during law school
- Other transferable skills you have acquired such as (1) leadership; (2) work ethic; (3) attention to detail; (4) team work; (5) organizational skills; (6) public speaking skills; (7) ability to handle multiple tasks; (8) ability to meet deadlines (e.g. if you were a reporter for your undergraduate school’s newspaper, this experience can be used to highlight your research and writing skills and your ability to meet deadlines).

**STYLE, PAPER, FONT STYLE, FONT SIZE, & LENGTH**

- Create an easy to read, organized, and error-free resume.
- Use a simple font such as Times New Roman, Arial, or Century Schoolbook – nothing fancy.
- Font size should preferably be 12 for resume content and 14 – 18 for your name.
- Use **bold**, *italic*, or *underline* commands to emphasize information in your resume.
- Do not use personal pronouns such as “I did this and I did that.”
- Margins should be 1” on all sides and no smaller than ½” if trying to fit everything on one page.
- Spacing – double space between schools, jobs, and headings.
- Length should not exceed one page, unless you have extensive pre-law experience that is relevant to the practice of law. Not every job or publication need be listed.
- Use high quality, resume bond paper in white, off white, or pale cream with matching envelopes.
- If the employer requests that you email the resume rather than mail a hard copy then do so and send it as a PDF document.

**RESUME FORMAT (See examples of resumes in Section 6)**

Your name, address, phone number, and email address should appear at the top of the page and can be centered or located anywhere at the top that makes sense. Don’t include a separate permanent address and phone number unless you are planning a move to that location. Your email address should be professional and one you check often. For phone messages, use an answering machine or voicemail with a professional sounding message. As for the rest of your resume, sections should include Education and Experience and may include Volunteer Activities and/or Personal Interests.

**EDUCATION**

Law students and recent graduates should list education first, then experience, etc. This section should be written in reverse chronological order (most recent first) beginning with your law degree. List the city and state, degree received (or to be received), the month and year of graduation, and major field of study for each school.

- Ensure that the names of the schools you have attended are titled accurately (i.e. Loyola University Chicago School of Law NOT Loyola Law School)
- Include your study abroad, paralegal, or graduate degrees
- Your degree is a “Juris Doctor” NOT a “Juris Doctorate”
**Time period:** Include only your graduation date (not when you began law or undergraduate school). Graduation dates are either May or January.

  - Example: **Loyola University Chicago School of Law, Chicago, Illinois**
    Juris Doctor Candidate, May 2010

**Grade Point:** Your official GPA from our registrar will include 3 digits to the right of the decimal. We recommend that you use this entire GPA on your resume (i.e. do not round it). Your official GPA is the only GPA that the registrar can confirm if an employer contacts the registrar’s office to check on your credentials.

**Class Rank:** Your rank is calculated after the fall and spring semesters only and can be obtained from the registrar’s office. **Never** estimate your rank. To convert a rank to a percentage, divide the top number by the bottom number (12/258 – divide 12 by 258).

**Honors, scholarships, and school activities & organizations:** List directly below the educational institution where you performed them, rather than in a separate section (e.g. Scholarship at Entrance; Loyola Law Journal; Moot Court; Black Law Student Association (BLSA), Vice President; Law Related Education, and include leadership positions). Honors such as *summa, magna,* or *cum laude* should be written in italics, lower case, located next to your degree (e.g. Juris Doctor, *cum laude*, May 2008 or Bachelor of Arts, *cum laude*, May 2007). Also include your major, minor, or area of concentration.

**Dean’s List** honors should include the time period (e.g. Fall 2007 or Fall 2007 – Fall 2008).

**Publications:** A published paper in a legal journal or other publication should be cited completely. Refer to your blue book for proper citation format. Consider creating a separate section titled “Publications” if you have written extensively but only if they are relevant to your career as a lawyer.

Consider wording your entry for CALI awards as “CALI award for highest grade in [class].

**Coursework** is generally not necessary. However, if you want to highlight an area of emphasis in order to appeal to a certain practice area, feel free to list relevant courses.

**WORK EXPERIENCE**

- List all paid and unpaid work in reverse chronology, with your most recent job listed first.
- Include all relevant full-time and part-time legal jobs, clinical work, externships, internships, research assistantships, volunteer legal work, and any non-legal but relevant work experience.
- Include the **employer’s name, city, state, your dates of employment, title and job responsibilities.**
- Use bullet points when listing responsibilities to make reading easier.
- **Lead** with your most impressive achievements – not necessarily what you did most often.
- **Omit** descriptions of particular jobs if self-explanatory (Caddy, Waitress, etc.)
- Use **active, not passive language** (See list of action verbs on page 6).
- **Be specific:** Discuss specific areas of law you researched and specific motions you wrote (e.g. “Conducted legal research and wrote legal memoranda in a complex litigation case involving breach of contract” rather than “Responsible for preparing and writing legal memoranda” and “Conducted intake interviews to determine scope of abuse and appropriate services to provide. Drafted initial reports for client files” rather than “Responsible for client intake reports”). Be specific about the legal issues you addressed in the memoranda, the practice areas in which you worked, and the actions that you took.
- **Include skills applicable to the practice of law** such as: writing, analyzing, researching, organizing, arguing, advocating, public speaking, coordinating, creating, persuading, delegating, editing, assessing, estimating, planning, and supervising.
- **Gear your resume to the responsibilities the employer lists in the job description.** If the job requires that you research and write – highlight your research and writing skills/experience and provide specific examples such as “Wrote two motions for summary judgment, a motion to dismiss, three complaints, and discovery requests including interrogatories and correspondence.”
- **If you did not come to law school directly from college,** you need to account for the time period in between, if possible. When describing what you did, highlight any law-related transferrable skills.
List clinics, research assistantships, and externships, if space permits.

Describe your current job in the present tense. Describe past jobs in the past tense.

If you held several positions with the same employer, list the employer name and location once and underneath list each position with descriptions for each.

VOLUNTEER ACTIVITIES
These activities may communicate aspects of your talents and personality which may not be apparent in your other resume information. They may show leadership qualities, social awareness, community involvement, and other attributes important to legal employers. This is especially important for government and public service jobs.

PERSONAL INTERESTS
This section can be a good ice breaker in an interview. Include interesting activities and again, be specific. Instead of listing “Sports” list “Volleyball.” Or, instead of “Reading” list “American Poetry” or “Stephen King novels.” The more specific you are, the easier it will be for the interviewer to ask about it.

LICENSES & PROFESSIONAL ASSOCIATIONS

For new graduates, include whether you have been admitted to a state bar as follows:
Bar Admissions: Member of Illinois Bar, November 2009

If you passed a bar exam but have not yet been formally admitted, state your status as follows:
Passed July 2009 Illinois Bar Exam, To Be Sworn In November 2009

LANGUAGES
Include a foreign language and describe your proficiency. Terms to us include “Fluent in…,” “Proficient in…,” or “Conversant in…” Don’t overstate your proficiency – you may be tested in an interview.

COMPUTER SKILLS
Leave off computer skills unless they are directly related to the job you seek. Most employers assume you are certified by Lexis and Westlaw, so there is no need to mention this.

WHAT NOT TO INCLUDE ON A RESUME

Typos: Be sure to have several people read your resume to uncover grammatical, spelling, punctuation, or typographical errors.

Marital status, date of birth, age, height, weight, religious affiliation, etc. do not belong on your resume. They are not relevant to legal employment and employers are often restricted from discussing these issues.

An Objective, Miscellaneous, or Other section.

“References Available Upon Request.” Employers will ask for them if they want them.

Inconsistent formatting.

Abbreviations, acronyms, symbols, and terms of art – do not assume employers know what you mean.

POLITICAL & OTHER SENSITIVE OR CONTROVERSIAL INFORMATION
Include this information only after careful consideration. Although hiring decisions should not be based on this type of information, the first person who sees your resume at a law firm is a receptionist, secretary, or recruiting coordinator, and if s/he disagrees with your politics, your resume may never reach the hiring chair’s desk. In other words, the decision to not interview you may not be the hiring committee’s decision.

EDIT AND PROOFREAD!
• In order to limit your resume to one page, it is critical that you edit your work. Eliminate any high school information, unless your employer graduated from the same high school. Eliminate some of your awards, honors, and irrelevant work experience.
• Proofread your resume several times before sending or emailing it out. Have someone you know or the Career Services office read it as well.

TELL THE TRUTH
Be certain that all information on your resume is true and accurate, including dates, names, organizations, and titles. Employers may verify any point raised. Inaccuracies can lead to lost offers, lost jobs, and disciplinary action by the law school or the character and fitness committee of your state’s bar.

TRANSCRIPTS
Include a transcript when you are mailing or emailing a cover letter and resume to a firm. Always bring a copy with you to an interview. Obtain a copy of your official transcript from the University Registrar (5th Floor of Lewis Towers) or request a copy through LOCUS. Then, make copies of your official transcript to use when mailing your resume to employers. Be sure to make your request well in advance to allow time for processing. If you need an electronic copy, bring your transcript to our office and we can scan it into a PDF for you.

SAMPLE RESUMES & REFERENCE LIST
Sample resumes are set out in Section 6, along with an example of a reference list. Notice that each is different, yet each is correct. Use these as guides or starting points only – in the end it is your resume and there are many ways you can present this material.
**LIST OF ACTION VERBS FOR RESUME WRITING**

Avoid passive verbs or phrases. The following is a list of action verbs which may be helpful to you.

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*Utilized*
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*Vitalized*
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HOW TO WRITE A COVER LETTER
INTRODUCTION
The purpose of a cover letter is to set forth your reasons for sending a resume to a particular employer. For example: “I am writing in response to your job notice with the Office of Career Services at Loyola University Chicago School of Law” or “I am writing because I am interested in environmental law, and your firm is at the forefront in the field.” In addition, it is your opportunity to expand on the general information in your resume, to make it specific to the particular position for which you are applying.

A good cover letter:
• describes all of the positive things you bring to a particular job;
• shows your interest in, or ties to, a particular position or geographic area;
• permits the employer to view you as a well-rounded person with good organizational and writing skills;
• is the first writing sample that a potential employer sees.

A good cover letter does the following:
• uses standard business letter format (see examples in Section 7);
• addresses a person rather than a function, with the correct spelling of the person’s name;
• identifies the desired position or type of position specifically and, if applicable, explains the circumstances that lead you to apply;
• focuses upon the writer’s relevant skills, training, or experience, either by highlighting the resume or adding information;
• refers briefly to the resume or any other enclosures;
• requests an interview;
• does not exceed one page, with approximately three fairly brief paragraphs;
• uses the correct firm name and contact name (be aware of this when sending letters to multiple employers);
• is always accompanied by your resume whether you mail it in response to a job notice or as part of a targeted job search mailing that you initiate;
• is printed on the same paper stock as your resume (and should have matching envelopes, which you can usually purchase with resume paper);
• uses the same heading as your resume, like a letterhead;
• explains what you can do for the employer, not what the employer can do for you;
• thanks the employer.

The key to writing a good cover letter is to make it as personal as possible, e.g. the letter must be addressed to a particular person. Address the letter to the Hiring Manager, Hiring Chair, Recruiting Coordinator, Loyola alumni, or another person you know by name. If you do not know the name of the proper contact person, call the employer and ask the receptionist for the name of the person in charge of hiring. Consider addressing your letter to someone who works in your area of interest or to a Loyola alumnus – in other words, someone likely to take an interested look at your resume.
LETTER WRITING STYLE
Be persuasive and creative with your cover letters. Try to put yourself in the employer’s position: s/he has already reviewed fifty letters and resumes in the previous hour. Some review over 1,000 per week. Make your letter interesting and keep in mind the qualities the employer seeks. How would you respond to the following letter?

Dear Ms. Smith:

I am a second year student at Loyola University Chicago School of Law and am interested in a summer clerkship with your firm. I have enclosed a resume for your review and consideration.

I would welcome the chance to meet with you in the near future to discuss employment opportunities. I am available at most any time and may be reached at 555-5555.

Sincerely,
John Doe

The letter is bland, fails to tell Ms. Smith why the writer wants to work at her firm, and does not highlight any of the writer’s skills which are important to the firm. It is too passive and fails to generate any interest in the reader to devour the “enclosed resume.”

Be careful to avoid flowery or pompous language, legalese and other jargon, and overly intellectual phraseology. Employers have been known to pass around examples of this kind of overwrought writing for office entertainment. A clear, friendly, straightforward approach works best.

TRY TO KEEP YOUR LETTER TO THREE PARAGRAPHS:

The first paragraph should grab the reader’s attention by explaining why you are writing him or her. An employer wants to know why you have written his/her company/firm/organization and how you can contribute. Learn as much as you can about the employer before writing the letter. The information will enable you to demonstrate that the decision to write that specific employer was an informed one, not just because their name appeared on an employer list. If the employer is in another geographic location, mention your connection to that location. For example, you may be applying for positions in your hometown or that of your spouse. Also mention your plans to take the bar examination in that state.

The second paragraph should convince the employer that they should meet and hire you. Present your experience and skills and discuss how your experiences translate into skills that will be useful to the employer. If there is a job description, pay attention to it and carefully echo the language from the description in your letter. Always keep in mind that they want your skills to match the job they are seeking to fill.

The third paragraph should thank the employer for his/her time and consideration and express your availability for an interview. Include your telephone number and email address so they can easily reach you. If you plan to travel to the area to which you are applying, mention this in the third paragraph. Employers often will take your request for an interview much more seriously if you tell them in your cover letter that you plan to be in their city on a particular day.
A cover letter should contain the following:

• A statement of who you are and what you want, at a minimum. For example “I am a second year student at Loyola University Chicago School of Law, and I would like to be considered for a summer position at [name of firm/organization].”

• A reminder that a resume is enclosed for review. For example: “Enclosed is my resume,” or “As my resume reflects…”

• A statement of your skills and accomplishments. Make sure to be creative and specific about your skills and accomplishments by giving examples. This paragraph is essential to sparking interest in the prospective employer, so make it work for you. For example:

  “As you will see from my resume, I have done extensive research in the areas of juvenile rights and child custody while in law school. That work led to a publication in The Family Law Reporter. I enjoyed the challenge of developing the project, and welcome the opportunity to bring the same energy and enthusiasm to projects with your law firm.”

  “As a small firm specializing in complex business litigation and white collar criminal defense, your firm is perfectly suited to my individual strengths and skills. During my time at Loyola I have focused on business and criminal law, achieving academic honors in four of the last five semesters.”

  “As my resume reflects, I have developed the research, writing, and analysis skills that will benefit your firm. For over a year I have been working as a law clerk for a personal injury firm, completing legal research and drafting documents such as legal memoranda, motions to dismiss, and motions for summary judgment. Prior to law school, I worked as a paralegal in the real estate, commercial law, and estate planning department of a large law firm where I…”

• A conclusion, in which you tell the reader what you would like him or her to do next. For example: “I would welcome an opportunity to meet with you personally at your convenience.”

If you plan to email your resume and cover letter to an employer, make sure to attach your resume and cover letter as PDFs. This way they will receive a signed version of your cover letter. In the body of the email, address the recipient as “Dear Mr./Mrs.” and their last name and briefly state that you have attached a cover letter and resume for their review.
SAMPLE COVER LETTER FORMAT
Following is the suggested format for a cover letter. Sample cover letters appear in Section 7.

Heading as on your resume
Including name, address, telephone, & email

Date

Name of contact person
Title of contact person
Name of firm/organization
Street address
City, state, zip

Dear Mr./Mrs. ____________:

First paragraph – tell why you are writing, name the position for which you apply (i.e. I am applying to be a law clerk, associate, staff attorney, summer clerk, intern, etc.) and if applicable, tell how you heard of the opening. You can mention a name if someone told you of the opening, suggested you apply, or spoke well of the employer.

Second paragraph – state why you are interested in working for this employer and what you have to offer in the way of skills, training, and/or experience which would be appropriate to the practice or business involved. Also, state facts you have learned about the employer (through your research) which make the employer unique or highly desirable. If you have every lived in the city or area under consideration, or have visited there frequently enough to know it well, be sure to mention this. Be as specific and factual as possible. Talk about yourself in terms of the employer’s needs, not your needs.

Third paragraph – refer to the enclosed resume summarizing your qualifications. You may also summarize or highlight any other material you may be including (writing sample, transcript, reference list, etc.) or an elaboration of your previous or present employment to illustrate your training, interests, and experience. Pave the way for an interview by stating when you expect to be in the city or area or offering to make yourself available at the employer’s convenience. Give any alternate telephone or contact information not in your heading.

Sincerely,

Your Signature
Your name typewritten

Enclosure(s)
TARGETED MAILINGS

Many law students and graduates send out resumes in mass quantities to contact a large number of employers. A mass mailing should be considered a last resort. Generally, you can expect about a 2-3% favorable response rate from a mass mailing. This translates into 2-3 interviews per 100 letters. If this rate of return sounds dismal, remember that you are sending out unsolicited resumes; that is, there may or may not be an available position with the employer. One thing is for sure – if you don’t send out any letters, you won’t get any interviews. You might, however, contact certain firms by telephone to investigate job opportunities before writing.

Avoid the use of “mass mailing” services that charge a fee. The better approach is a targeted mailing, in which your resume may not have been solicited but, through research and networking, you have identified employers most compatible with your goals and qualifications.

As stressed earlier, the best cover letter will be highly personalized and that principle remains important in a targeted mailing. A “personalized mailing” may sound like a contradiction in terms, but mailings can be personalized much more than is commonly thought or done, even if you start with fairly standard language as a model. For example, a mailing can be personalized by writing different letters for different types of employers. You could tailor one letter for a small, general practice law firm, one for civil litigation firms, one for government agencies, etc. Drafting several different model letters for different types of employers allows you to make specific statements of your reasons for wanting to work at each one.

You can also draft letters for different geographic regions. For example, if you are originally from the West Coast and wish to return there to practice law, you might say something like:

As a native Californian, I attended college at UCLA and have always intended to return to Los Angeles after the experience of attending law school in another part of the country. Loyola’s excellence in litigation training drew me to the Midwest…

Or if you are originally from the Northwest but have decided to stay in the Midwest, you might say:

Having lived and worked in Chicago for the past three years, I have decided to make Chicago my permanent home. I will be taking the Illinois bar exam in July…
WRITING SAMPLE GUIDELINES

Writing Samples
Always have one ready and bring one with you to every interview. If your sample was prepared in conjunction with a course, make sure it is reprinted so that written instructor comments are not included in the copy submitted to employers. If you are using a writing sample developed during employment, obtain your employer’s permission to use it. Be sure that the names of the parties and any other identifying information are removed. Six to eight pages is an ideal length. Twelve pages is the upper limit. If you use a section of a brief, use a cover sheet to explain. Make sure there are no typos anywhere in your writing sample. It is unethical to submit a writing sample that incorporates significant revisions by a professor, judge, co-worker, or tutor. Writing samples must contain only your own writing. However, this does not mean you must submit a first draft. If you have edited a writing sample in response to a professor’s or supervisor’s comments, that is fine. Writing samples must contain only your own writing. Law journal articles are not recommended because they are usually heavily edited by someone else and are too long.

In selecting a writing sample to provide to employers, follow our top ten tips:
1. **Legal**—Make sure your writing sample highlights your legal reasoning and analytical skills. For many students, a sample from your legal writing course, advocacy, or work you completed for a legal employer will be your best options.

2. **Confidentiality**—If you use a sample from an employer or externship, you must ask permission before using the sample and redact any confidential information, such as the party names.

3. **Length**—Obviously, follow any guidelines the employer provides for the length (do not exceed the page limit). But if no guidelines are provided, generally six to ten pages is appropriate. Ideally, you would provide an entire product (memo, brief, etc.), but if it is too long then provide an excerpt of your analysis portion and provide a cover sheet detailing the context of the case.

4. **Unedited**—Employers often request an unedited sample. This does not mean you have to use the original draft you tendered to your instructor or supervisor, but it should be your own writing. It is fine to provide a version of your writing that has been revised as a result of feedback from others as long as you are the one who made the revisions. Also, you should submit a clean copy (not a draft with comments on it).

5. **Recent**—Ideally your sample should be less than two-years old as your writing skills have likely improved with experience.

6. **Provide your own work**—If possible use a sample that was not co-authored. If you worked collaboratively on the sample with a practitioner, the editorial staff of a journal, or a moot court teammate—you need to clearly indicate which portions of the sample are yours.

7. **Include your name on your writing sample**—You should make sure your sample has page numbers and that your name appears clearly on the sample.

8. **Proofread, Proofread, Proofread**—Even if you have reviewed the sample many times give it another review by reading it backwards, out loud, or with a ruler. It should be free of misspellings, typos, grammatical errors, and all citations should be in accordance with the Bluebook and Shepardized.

9. **Have your writing sample ready when requested**—Some employers request writing samples along with your resume and cover letter. Other employers will request a writing sample at an interview. If you haven’t submitted a writing sample beforehand, bring a sample with you to your interview in case you are asked for it.

10. **Be ready to discuss the content of your writing sample during an interview**.
SAMPLE RESUMES

These materials are intended for use by the students of Loyola University Chicago School of Law ONLY. No permission is given or intended for any further use of this publication by any person or entity.
RESUME OF A FIRST YEAR STUDENT

Susan K. Student
456 Main Street, Apt. 205
Chicago, IL 60611
773-555-0987
susan.k.student@gmail.com

EDUCATION

Loyola University Chicago School of Law, Chicago, IL
Juris Doctor expected, May 2012
• GPA: 3.XXX/4.0
• Rank: XX/XXX
• Phi Alpha Delta Legal Fraternity
• Student Bar Association, section representative

Northwestern University, Evanston, IL
Bachelor of Arts in Physics and Mathematics, May 2009
• Integrated Science Program: selective, intensive math and science curriculum
• Henry Crew Scholarship for Physics
• National Merit Scholar
• Dorm Representative, 2007 – 2008

EXPERIENCE

Loyola University Chicago School of Law, Office of Career Services, Chicago, IL
Student Assistant, September 2009 – present
• Staff the Office of Career Services during evening hours
• Enter new job listings into computer database
• Assist students in finding career planning and job search materials
• Respond to students and employers who contact the office for service

Kent Associates/Paine Webber, Wilmette, IL
Administrative Assistant, March – August 2009
• Updated and organized over 350 client files
• Maintained client database and office computer system
• Performed research on companies identified as potential clients

Ira’s of Northbrook, Northbrook, IL
Manager, 2006 – 2009
• Managed office supply business, ensured quality and productivity
• Supervised and trained all staff
• Maintained inventory and accounting system

SKILLS
Conversant in Spanish
RESUME OF A SECOND YEAR STUDENT

Samuel M. Student
123 South Street, Apartment 101 • Chicago, IL 60610 • 312-555-1234 • sstudent@luc.edu

EDUCATION

Loyola University Chicago School of Law
Chicago, IL
Juris Doctor, anticipated May 2011
Certificate in Child and Family Law, anticipated May 2011
GPA: X.XXX/4.0  Rank: XX/XXX
- Public Interest Law Reporter, staff member
- Public Interest Law Society, co-president 2008-2009
- Women’s Law Society

The Johns Hopkins University
Baltimore, MD
Bachelor of Arts in Political Science, May 2007
- Graduated with departmental honors
- Thesis: Institutional Instability and Its Manipulation in the European Community
- Delta Gamma Fraternity, vice-president

Nottingham University
Nottingham, England
Junior Year Abroad, 2005-2006
- Nottingham University Boat Club

LEGAL EXPERIENCE

Loyola University Chicago School of Law, Professor Cynthia Ho
Chicago, IL
Legal Research Assistant, August 2009 – present
Research intellectual property issues, specifically Internet and music industry copyright infringement and protection. Edit citation format and grammatical structure of articles for submission to legal journals.

Loyola University Chicago School of Law, Child and Family Law Clinic
Chicago, IL
Legal Intern, August 2009 – present
Represent children in child abuse, neglect and dependency cases in Cook County Juvenile Court. Interview and counsel clients and research child welfare law. Advocate for children in cases involving pediatric law including delinquency, special education and mental health cases.

State’s Attorney’s Office, Sex Crimes Division
Baltimore, MD
Law Clerk, Summer 2008
Researched new victims’ rights legislation; communicated extensively with all Maryland State’s Attorney’s Offices regarding their knowledge and use of the statute; compiled information based on these communications and prepared reports for use by the State’s Attorney; attended court hearings.

Law Offices of Otten, Johnson, Neff, and Ragonetti
Denver, CO
Intern, June – September 2007
Reorganized filing system and performed office duties
RESUME OF A THIRD YEAR STUDENT

Samantha Student

640 S. Main Street • Chicago, IL 60611 • 312-555-5678 • sstudent@gmail.com

EDUCATION

Loyola University Chicago School of Law, Chicago, IL
Juris Doctor expected, May 2010
Area of Concentration: International law, including five elective courses
GPA: X.XXX/4.0, Rank: XX/170
International Law Review, Staff Editor
Legal Writing Tutor, 2008-2009

Loyola Marymount University, Los Angeles, CA
Bachelor of Arts, May 2006
Major: European Studies
Alpha Sigma Nu National Jesuit Honor Society
Mayor Tom Bradley Certificate of Commendation for Service and Leadership

EXPERIENCE

Lison & Griffon, P.C., Chicago, IL
Summer Associate, 2009
• Conducted due diligence process for corporate mergers and acquisitions.
• Analyzed international legal issues including OECD Transfer Pricing Principles, Canadian Labour Regulations, and Mexican taxation.
• Developed corporate policies as to OSHA inspections. Prepared visa and trademark applications for international and U.S.-based corporate clients.
• Researched complex legal issues including like-kind exchanges, tax-free mergers, and state and federal solid material waste management regulations.

The Honorable Blanche Manning, United States District Court, N.D. IL, Chicago, IL
Judicial Extern, Summer 2008
• Researched and drafted opinions on various issues including the Americans with Disability Act, federal taxpayer standing and conversion of funds.

Chicago Volunteer Legal Services, Chicago, IL
Legal Intern, August 2006 – May 2007
• Attended administrative hearings, prepared cases, interviewed and counseled clients, and performed legal research and writing.
• Prepared case memoranda for volunteer lawyers.
• Drafted pleadings in bankruptcy, family, housing, and tax law.

Studio Legale Avv. Palmese ed Associati, Caserta, Italy
Legal Assistant, Summer 2006
• Prepared contract documentation for clothing sales between Italian manufacturers and foreign buyers.
• Translated and prepared correspondence.

LANGUAGES

Fluent in Italian and Spanish
Conversant in Philipino/Tagalog
RESUME OF AN EMPLOYED EVENING STUDENT

Laura M. Law-School
616 N. Oak Street, Apt. 301 ♦ Chicago, IL 60601 ♦ 312.555.5000 ♦ laura.law-school@gmail.com

EDUCATION

Loyola University Chicago School of Law, Chicago, IL
Juris Doctor expected, May 2011
GPA: X.XXX/4.0   Rank: X/XX

University of Texas at Austin, Austin, TX
Bachelor of Arts in Neuroscience, May 1997
GPA: X.XXX/4.0

LEGAL EXPERIENCE

Illinois State Appellate Defender, Chicago, IL
Law Clerk, Summer 2009
Researched and drafted memoranda concerning death penalty issues.

PROFESSIONAL EXPERIENCE

Chicago Department of Public Health, Chicago, IL
Communicable Disease Control Investigator, August 2000 – present
• Develop innovative STD/HIV prevention initiatives; respond to requests for proposals and obtain funding for the projects.
• Draft and deliver lectures to infectious disease physician teams at area health organizations including Northwestern Memorial Hospital, Cook County Hospital, Howard Brown Health Center, and the University of Illinois School of Public Health.
• Perform investigations to locate, interview, and refer for treatment people infected with communicable diseases and HIV.

Youth Outreach Services, Inc., Chicago, IL
Promotions Coordinator, September 1999 – August 2000
Treatment Counselor, May 1998 – August 1999
• Wrote, designed, and produced promotional materials including quarterly newsletters, pamphlets, posters, and press releases for agency programs and special events.
• Responsible for direct counseling and management of treatment for adolescent clients and their families.
• Served as liaison between clients’ families and the Department of Children and Family Services

Planned Parenthood of Georgia, Atlanta, GA
Counselor/Volunteer Coordinator, July 1997 – April 1998
• Recruited, trained, supervised, and evaluated team of ten volunteers.
• Wrote and delivered lectures to area schools and civic groups on preventative health care issues.
RESUME OF AN LL.M. STUDENT

STEPHEN A. STUDENT
500 N. Michigan Ave. • Apt. 3 • Chicago, IL 60601
312-555-0055 • stephen.student@hotmail.com

Legal Education

Loyola University Chicago School of Law, Chicago, Illinois
LL.M. in Health Law expected, May 2010

Washburn University School of Law, Topeka, Kansas
Juris Doctor, May 2004
GPA: 3.XXX, Dean’s Honors  Class Rank: X/134
Activities: Phi Alpha Delta, Law School Admissions Committee, Law Related Education at Washburn Rural Alternative High School, American Physical Therapy Association

Bar Status
Member of the Kansas Bar, September 29, 2005
Member of the Illinois Bar, September 30, 2008

Undergraduate Education

Rockhurst College, Kansas City, Missouri
Bachelor of Science in Physical Therapy, May 1995
GPA: 3.XXX
Activities: Dean’s Honor Roll, Member of Women’s Volleyball and Basketball Teams, Student representative to the Admissions Committee for the School of Physical Therapy, Member of Rockhurst Organization of Collegiate Women

Legal Employment

Washburn University School of Law, Topeka, Kansas
Research Assistant to Professor Charlene Smith, June 2002 – May 2003
Independently researched, drafted, and edited footnotes on issues involving civil rights.

Kansas Medical Mutual Insurance Company, Topeka, Kansas
Law Clerk, May 2003 – April 2004
Independently researched and drafted memoranda on issues concerning liability for healthcare decisions. Researched and gathered information on opposing counsel’s expert witnesses. Performed general legal research and clerical duties.

Professional Employment

Rockhurst College, Kansas City, Missouri
Academic Coordinator of Clinical Education/Visiting Instructor, July 1999 – August 2003
Responsibilities included developing and maintaining contracts with hospitals and healthcare facilities for student clinical internships. Developed and presented educational in-service programs concerning student supervision, competency evaluations, and ethical considerations. Instructed physical therapy students in principles of orthopedics and kinesiology in both lecture and laboratory settings.

Trinity Lutheran Hospital, Kansas City, Missouri
Staff Physical Therapist, November 1998 – June 1999

Spokane Sports and Orthopedic Therapy, Inc., Spokane, Washington
Staff Physical Therapist, June 1995 – September 1998

Interests
Stephen King novels, Skiing and snowboarding, Thai cooking
REFERENCES

Joan H. Burger
Meites, Frackman, Mulder, & Burger
208 S. LaSalle Street, Suite 1410
Chicago, IL 60604
312-263-0272
The attorney with whom I work most frequently in my part-time law clerk position.

Christine Cooper
Professor of Law
Loyola University Chicago School of Law
25 E. Pearson Street
Room # 1424
Chicago, IL 60611
312-915-7149
My instructor in Contracts and Employment Law.

Theresa Ceko
Clinical Professor and Director of the Law Clinic
Loyola University Chicago School of Law
25 E. Pearson Street
Room # 1015
Chicago, IL 60611
312-915-7836
My clinical supervisor.

Joseph N. Sopovic
Sopovic and Associate, Advertising
1111 Baler Avenue, Suite 300
Kansas City, MO 64106
816-444-9999
My supervising partner at Leo Burnett Co.
SAMPLE COVER LETTERS
December 1, 2009

Ms. Lee Galese  
Recruiting Coordinator  
Jones, Jones, & Jones  
5555 State Street  
Chicago, IL 60606

Dear Ms. Galese:

I am a first-year student at Loyola University Chicago School of Law, and I am interested in a law clerk position with your firm. I believe that my strong research and writing skills would make me a valuable addition to Jones, Jones, & Jones.

During my first semester at Loyola, I developed critical research and writing skills. In my legal research and writing class, I learned to conduct legal research on complex legal issues and wrote a ten page memo and a twenty page motion for summary judgment. Prior to entering law school, I attended the University of Illinois, where I majored in English and was a member of the debate team. My undergraduate course work and my debate experience required that I develop excellent research, writing, and public speaking skills. As an intern this past summer with USA Bank, I developed strong organizational skills and learned to work effectively on group projects. Finally, my current volunteer work at a homeless shelter, on top of attending law school full-time, has strengthened my ability to manage my time effectively. I would welcome the opportunity to put these skills to work as a law clerk at Jones, Jones, & Jones.

Enclosed for your review is my resume. I look forward to hearing from you in the near future and hope to discuss the possibility of my employment with your firm. Thank you for your consideration.

Sincerely,

Samantha Student  
Samantha Student
December 1, 2009

Connie Counsel  
Senior Vice President  
Rehabilitation Institute of Illinois  
222 N. Main Street  
Chicago, IL 60602

Dear Ms. Counsel:

I am writing to inquire about a position with the Rehabilitation Institute as an intern. I am a first-year law student at Loyola University Chicago School of Law. We spoke briefly in 2006 when I contacted you about the mentor program at Loyola, and we discussed my previous experience with Cornerstone Corporation. I am writing to you because everything I have learned about the Rehabilitation Institute since then has increased my desire to be part of your organization. I will be participating in the Loyola Rome program at the beginning of the summer and am seeking employment during the remainder of the break, commencing the week of June 25 and hopefully continuing into the fall semester. I enclose my resume for your consideration.

I would value the opportunity to work with your In-House Counsel Department. I am passionate about working with an organization, like the Rehabilitation Institute of Illinois, that represents excellence, dynamism, and compassion. I believe my background with the Cornerstone Corporation, combined with my legal and business education, will enable me to add value to your organization as an intern.

I would be most grateful for the opportunity to meet with you or a member of your team to discuss internship opportunities. I look forward to hearing from you. However, if my schedule or experience does not match your needs at this time, I hope you will consider me in the future.

Sincerely,

Stephen A. Student

Stephen A. Student
January 19, 2010

Mr. Andrew Attorney  
Managing Partner  
Smith, Smith, & Smith  
105 South Street  
Suite 1500  
Chicago, IL 60603

Dear Mr. Attorney:

Please consider my resume for a law clerk position at Smith, Smith, & Smith. I am a second-year law student at Loyola University Chicago School of Law and will be available full-time during the summer of 2009. I am particularly interested in your firm because I hope to work at a small family law firm in Chicago. I attended the University of Chicago as an undergraduate and intend to remain in Chicago permanently.

My interest in family law developed while working at Loyola’s Child Law Center. Loyola’s extensive curriculum in child and family law has allowed me to develop the skills I intend to put into practice. As my resume reflects, I have also developed strong research and writing skills that will benefit your firm. For over a year, I have been working as a law clerk for a personal injury firm, completing legal research and drafting pleadings and responses to motions. In addition, I have worked as an office assistant to a lawyer who specializes in real estate, commercial law, and estate planning. These experiences have helped me develop the organizational capability, attention to detail, and diligence to work independently as well as with the public.

If you find that my qualifications meet your needs, I would be grateful for an opportunity to speak with you. I will follow up with you shortly. Thank you for your time and consideration.

Sincerely,

Laura M. Law-School
Laura M. Law-School
March 1, 2010

Mr. John Doe
Hiring Partner
Barrett & Browning, LLP
123 Main Street
Chicago, IL 60602

Dear Mr. Doe:

I am a third-year student at Loyola University Chicago School of Law and am interested in employment opportunities with Barrett & Browning. I will complete the coursework required for my Juris Doctor this December and take the Illinois bar examination in February 2010. While in law school, my primary focus has been on trial advocacy and litigation. Thus, the work your firm does in the area of personal injury law has a particularly strong appeal to me.

I began law school as a part-time evening student, working full-time as a paralegal at the Illinois Attorney General’s Office in the Consumer Fraud Bureau. In that capacity, I assisted in protecting Illinois citizens who were victims of fraud in the marketplace. I have since been clerking with the Cook County Public Defender’s Office in the Homicide Task Force and Felony Trial Division. Upon graduation this December, I would like to work again to protect the rights of Illinois citizens needing legal representation. To this end I have been taking advanced courses in evidence, tort law and Illinois pre-trial litigation, and devoting over thirty hours a week to improve my courtroom skills through the Corboy Fellowship in Trial Advocacy.

Enclosed please find a copy of my current resume. Thank you for your consideration, and I hope to speak with you soon.

Sincerely,

Susan K. Student

Enclosure
January 15, 2010

John Doe
Hiring Partner
Henry, Wadsworth, & Longfellow, Ltd.
123 Main Street
Chicago, IL 60606

Dear Mr. Doe:

I am writing because I am interested in working for Henry, Wadsworth, & Longfellow in the area of business/corporate restructuring. Currently, I am a third-year J.D./M.B.A. dual degree student at Loyola University Chicago School of Law with an expected graduation date of May 2009. Based on my research in the field, I know that your firm is a forerunner in the practice of restructuring, and I am certain that I can be an asset to your firm.

Before I entered law school, I worked as a Project Assistant at Jenner & Block. Although I was not directly involved with the corporate restructuring practice, I quickly recognized that business issues permeated virtually every matter handled by the firm. This encouraged me to pursue my M.B.A. as well as my law degree. Since I began law school, my conversations with lawyers and non-lawyers engaged in the practice of bankruptcy, investment banking, and equity financing have intrigued me and developed my interest in business restructuring.

Although all of my legal experience thus far has its concentration in litigation, I am confident my abilities will effectively transition into your restructuring practice. My experience in litigation has taught me to structure persuasive arguments and think clearly and convincingly on my feet, which are cornerstone skills in both business and law. Further, the education I am receiving in business school, particularly in finance, is preparing me to understand and resolve complex business issues. To better prepare for a career in financial restructuring, I have organized my course work during my final year of law and business school to concentrate specifically on bankruptcy, tax law, accounting, and finance. I am also reading books and articles to expand my understanding of Chapter 7, Chapter 11, and accounting principles. Given the opportunity, I believe that this preparation will allow me to be an effective and efficient associate in your corporate restructuring practice.

My resume is included for your review, and I welcome the opportunity to speak to you regarding my qualifications. Thank you for your consideration.

Sincerely,

Samuel M. Student

Samuel M. Student
Dear Mr./Ms. ___________:

I am a second-year student at Loyola University Chicago School of Law and I write to request an interview with your firm/organization on the scheduled on-campus interview date of _______.

I am unable to bid on your firm because I do not meet your stated hiring criteria of _________. However, as illustrated in my enclosed resume and transcript, I am in the top twenty percent of my class and recently became a member of the Loyola Law Journal. In addition, . . . .

I would be most grateful for the opportunity to interview with a member of your firm/organization during your on-campus interviews. If you are willing to waive the criteria in my case, our Office of Career Services asks that you contact them at (312)-915-7160 or via email at law-oci@luc.edu no later than [date].

Thank you for your consideration.

Sincerely,

[Written Signature]

Your Name Typed

Enclosure
Dear Mr./Ms. __________: 

I am a second year student at Loyola University Chicago School of Law and I write to request an interview with your firm on the scheduled on-campus interview date of _______.

Although I meet your firm’s hiring criteria, I was unable to secure an interview slot with your firm due to the high number of students who bid on your firm. I am in the top 10% of my class and recently became a member of the Loyola Law Journal. In addition…

I would be most grateful for the opportunity to interview with your firm during one of your morning or afternoon breaks or over the lunch hour. If this is possible, our Office of Career Services asks that you contact them prior to your scheduled interview date at (312) 915-7160 or at law oci@luc.edu in order to include me on your interview schedule.

Thank you for your consideration.

Sincerely,

[Written Signature]

Your Name Typed

Enclosure
THANK YOU LETTER AFTER AN INTERVIEW

NAME
Address
City, State ZIP
Telephone
Email address

Date

Name of contact person
Title of contact person
Name of firm/organization
Street address
City, state, zip

Dear Mr./Ms. __________: 

I very much appreciated the opportunity to interview with you on [date]. The information you shared with me about [law firm or organization name] was extremely useful and I am excited about the possibility of applying my education and experience to the position we discussed.

If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

[Written Signature]

Your name typed

THANK YOU LETTERS, CARDS, & EMAILS

Always send a thank you in one form or another. If you send a letter, it should be typed using standard business format on 8 1/2 x 11 inch paper.

If you send a thank you card, it should be handwritten. Make sure your handwriting is legible and error-free.

If you are in a hurry, feel free to send an email, but, again, make sure it is error-free.

NOTE: The above letter should be sent after visiting an employer’s office. After callback interviews, you may send one letter to the person who invited you to the callback interview, the recruitment coordinator, or whichever interviewer seems most appropriate and ask that person to thank all your interviewers. You may send a thank you letter or card to each person who interviewed you, but this is not expected. If you do send multiple letters or cards, however, they must be different from one another.
INTERVIEWING TIPS
For most law students, legal interviews will arise in one of two contexts – interviews during structured programs like OCI, job fairs, etc., and interviews resulting from direct contact with employers as a result of job postings, personal contacts or mailed resumes.

**Structured Interview Programs**

In structured interview programs, the initial phase consists of introductory or screening interviews. These interviews are usually short – only 20-30 minutes. Employers at OCI, job fairs, and the like conduct dozens of interviews in one day, and then select a small number of candidates who will be invited back for more lengthy interviews. Screening interviews are usually conducted by one or two attorneys from each employer.

Do not make the mistake of thinking that a screening interview is just a formality because you meet the employer’s hiring criteria. Employers interview many candidates who meet their hiring criteria during this initial phase of interviewing, and must choose among them. Beyond their hiring criteria, employers are looking for candidates who impress them as professional, intelligent, enthusiastic, capable, hard working, easy to get along with, and interested in the employer.

Careful preparation for these types of interviews is essential because each candidate has such a short time in which to make a positive impression and distinguish himself or herself from other candidates. Before any screening interview, you should research the employer and identify areas of your background that make you a good fit for the position they are looking to fill. Make sure that you highlight these experiences in the screening interview.

**Call-Back Interviews**

The second phase of a structured interview program is the call-back interview. Students who are viewed as strong candidates are invited to continue the interview process. You will most likely either be contacted by the attorney who conducted the screening interview (who will likely refer you to someone else for scheduling), or be directly contacted by employer’s recruiting coordinator. If you are interested in a particular area of practice, ask the person coordinating the interviews to schedule you to meet members who specialize in that area.

When choosing a date for your call back, try to schedule it as early in the hiring season as possible. Offers are generally extended on a rolling basis, so the earlier in the process you schedule your callback, the more open positions there are likely to be when you interview. You will also want to schedule only one call-back interview per day. Each call back will require a lot of time, energy and alertness.

A call-back interview is usually a lengthy session which may last from several hours to a full day, and usually takes place at the employer’s office. Candidates frequently meet with several individuals in both formal and informal settings. It is not uncommon to be given a tour of the offices, meet with several partners and/or associates, and be taken to lunch. When you schedule your interview, ask how much time you should block off. You may also inquire whether you will receive a schedule for the interview ahead of time. Some employers will send you a schedule of who you will be meeting with – an invaluable resource for researching your interviewers ahead of time!

Even if you felt well prepared for the screening interview, you will want to continue preparing before the call-back interview. More in-depth research on the employer is a good idea. You will want to have a broad range of questions about the employer to ask during your call back, and research will help you ask informed questions. Not only will the answers to these questions help you determine if the employer is right for you, asking informed questions will demonstrate your genuine interest in the employer.
Direct Contact Interviews
Interviews resulting from direct contact with an employer are a more traditional context for legal interviews. In this scenario, the student directly contacts the employer in response to a job posting, as part of a mass mailing campaign, on the advice of a contact, etc.

If an employer likes the look of your resume and other materials, the employer will contact you directly to set up an interview. The format for the interview can vary considerably. The meeting may be brief or lengthy. The employer may request an initial phone interview, or brief meeting with just one attorney or recruiting professional before bringing you back to the office for a full interview. Other employers will set up an interview similar to a call back interview described above – a lengthy interview in which you will meet with many different attorneys in formal interviews and possibly also at lunch. Since there is no formalized structure for this type of interview, it will depend largely on the personality and style of the employer. When you schedule the interview, be sure to ask how much time you should block off. Then be prepared for anything!

PREPARATION IS THE KEY TO SUCCESSFUL INTERVIEWING

Students who enjoy meeting new people, have stellar grades, or who have had successful interview experiences before beginning law school may view legal interviewing as no big deal. For shyer students, students with concerns about their law school grades, or those with little or no interview experience, legal interviews may seem like a daunting hurdle in the path to becoming a lawyer. Wherever you fall on that spectrum, there are a number of steps that every student should take to maximize the career opportunities that interviews represent. Careful preparation can set you up for a successful interview experience, no matter what background, prior interview experience or comfort level you start with.

What exactly do we mean by preparation?
Good interview preparation involves much more than polishing up your resume, pressing your best suit and getting a pep talk from your roommate. Preparing a resume and preparing to talk about your resume are two different things entirely. As you put together your resume, you craft concise descriptions of your education, employment, and other activities. Preparing to talk about your resume, on the other hand, means: 1) being thoroughly prepared to go into detail about every entry on your resume; and 2) thinking of concise and easy-to-tell stories about every entry on your resume that will emphasize your skills and experience for the legal position you are seeking.

And preparing for interviews means much more than preparing to talk about your resume. You will also need to be prepared to talk about topics that are not covered by your resume – your plans for the future, professional goals, etc. One of the most sensitive areas of interview preparation is thinking of creative ways to address any weaknesses in your resume or candidacy. And you will also need to research every employer you interview with, and come up with a host of appropriate questions to ask during the interview.

Discussing Your Resume in Interviews
You should be fully prepared to discuss any entry on your resume in detail. If you have listed “drafted discovery requests” as a task you undertook as a Law Clerk, you may be asked, “What kind of cases did you draft discovery for?” You will want to be prepared to answer intelligently – “I worked mostly on medical malpractice cases, so the interrogatories and document requests I drafted were largely about hospitals’ practices and procedures.” The last thing you want is to have to respond to this question with an “Ummmm” while you rack your brain for the details of cases for which you drafted discovery. Similarly, be prepared to briefly summarize the key legal issues involved in any pleadings, briefs, or judicial opinions you mention having drafted.

Being prepared to go into detail also means that you should go back and read any papers or publications you list on your resume, including your undergrad thesis. If your interviewer is knowledgeable in the areas in which
you have written or published, you want to be sure that you can hold your own on a topic you may not have thought about for years.

**INTERVIEWING FOR PUBLIC INTEREST, GOVERNMENT, OR JUDICIAL POSITIONS**

The preceding advice about preparation applies no matter what type of employer you are interviewing with. However, there are a few things you should keep in mind if you are interviewing with public interest organizations, government offices, or judges chambers.

**Public Interest**

Public interest employers are looking for passionate candidates – the more a candidate knows about the issue/population the organization serves, the better. When interviewing with a public service organization, it is important to show your interest in what they do specifically, not just a vague interest in public service. So, for example, if you are interviewing with a non-profit organization that serves abused women, when asked why you are interested in the position they have available, you will want to speak about your interest in working with abused women to ensure that they receive the fullest extent of the protections that the law can provide. This will be much more compelling than speaking in general terms about how you’ve “always been interested in public interest work” and “want to help others.”

You will also want to be familiar with the substantive legal issues regarding the area of law the organization specializes in. So, to continue with the example of the non-profit organization that serves abused women, you would want to familiarize yourself with the Violence Against Women Act, with the standards for temporary restraining orders and how they are obtained in court, with recent major decisions in spousal/partner abuse cases, etc. before your interview.

Public interest organizations are also very concerned about retention – be prepared for questions about your long-term plans, as well as your plans to handle law school debt on a low, public interest salary. You will also need to be ready to answer questions about how you will handle a difficult/heavy case load, how you will handle the stress of the job, and how much and what type of supervision you will need to work comfortably in the relevant area of law. These are all questions you should think about and prepare answers for in advance. Specifically, consider how you deal with stress, and what support system you have in place to deal with a job that may expose you to some upsetting, tragic, sad, etc. situations faced by your clients. Being able to speak confidently about your ability to handle these situations will speak well of your overall ability to handle the job without burning out.

**Government Positions**

It is difficult to give broadly applicable advice regarding government positions because the government includes such a broad range of legal positions – prosecutorial (e.g. State’s Attorney), defense (e.g. Public Defender), regulatory agencies (e.g. EPA), agencies with a constituent service mission (e.g. Health and Human Services) and more. Accordingly, the best preparation for an interview with a governmental employer is to talk to people who work or used to work in the department, office, or agency you are interviewing with. The more information you can gather about the structure, mission, and daily work of the governmental employer you are interviewing with before the interview, the better.

In general, when interviewing with governmental employers, you should be aware of current events and the current political climate. You will also want to be very mindful of the hierarchy to which the position you are interviewing for reports. If you are interviewing with prosecutorial or defense arms of the government, discuss your clinic experience or any in-court experience you’ve gained in previous positions. For agency positions, be prepared to talk about administrative law and the area of law and type of work the specific agency does.

Also keep in mind that, if you are interviewing with a governmental employer, the government is often bound
by a certain amount of bureaucracy. This may mean that the interviewing process will move slower for a
government employer than with other employers. You may also be told by a governmental office that they
would love to hire you, but that they are waiting for budget approval for the position.

Judges
If you are interviewing with a judge, be aware that your research and writing skills will come under close
scrutiny. Be prepared to discuss – in depth – your writing sample and any journal articles (published or
unpublished) that you’ve written. Your grades in Civil Procedure and Evidence will also be very important – so
be prepared to discuss them as well.

You will also want to have fully researched the judge you are interviewing with. You should be prepared to
discuss the judge’s bio, the types of cases on the judge’s call, and recent opinions by the judge. With all that
said, bear in mind that some or all of the interviewing may be done by the judge’s clerks rather than the judge
him or herself. Personality and fit in the small team environment is very important. Whether the clerks feel
like they can work with you can be as or more important than whether the judge likes you, so prepare questions
for your interviews with the clerks as well as the judge. You also want to be sure to treat everyone in chambers
– including administrative assistants, with respect and courtesy.

Finally, be mindful that most judges are only looking for one or two externs or clerks at a time, which means
that as soon as the judge meets someone he or she likes, the position will be filled. With this in mind, when you
are contacted about interviewing with a judge, make sure that you schedule the interview as soon as possible. If
you have to wait even a few days and the judge interviews others in the meantime, you may get a call cancelling
your interview because the position has already been filled.

ANSWERING COMMON INTERVIEW QUESTIONS

You will want to have answers to common interview questions planned in advance. Of course, you don’t want
to answer questions in an interview as if you are reading from a script, but you do want to have thought of what
you want to say ahead of time, and tried your responses out by speaking them aloud – either to yourself, to a
friend, or in a mock interview.

Interviews often begin with the old softball, “So tell me about yourself.” Think carefully about how you want
to answer this question – it can set the tone for the whole interview. A good answer is about a minute long, and
includes both some personal information (especially information that ties you to the geographic location of the
employer and/or their practice areas), and some information about your professional goals. For example:

“Well, I’m a transplant to Chicago, but I’m here for good. I was born and raised in Cincinnati, but I came to
Chicago for undergrad, and worked as a consultant here for four years after undergrad in
PriceWaterhouseCoopers’s tax group. During that time, I met my wife, who teaches 3rd grade at St.
Athanasius, so we live in Evanston now. As you know, I’m a 2L at Loyola, and I’ve really been enjoying it,
especially my tax classes. I’m really interested in building on the experience I gained at
PriceWaterhouseCoopers as a tax attorney. That’s one of the reasons I’m so interested in XYZ firm – I’ve
heard great things about your tax practice.”

Of course, your interview may not open with such a softball. Some interviewers believe in hitting you with a
tough question first, to see how you react. Other interviewers may lead right off with, “What can I tell you
about our organization?” For more on answering common interview questions, see our Interview Questions
hand out.
DEALING WITH WEAKNESSES

Grades
Grades inevitably are a topic of discussion at interviews. If your GPA does not appear on your resume, an employer is likely to assume that it is not high and ask about it. Do not be defensive and do not offer alibis or apologies. Family obligations, employment, or other commitments which took time from studying can be briefly explained. An illness during a semester or an examination period may account for a somewhat lower rank, but a large number of illnesses throughout law school will appear questionable. Be careful of the “I don’t do well in high-pressure situations, but really know a lot” type of answer. It sounds like an excuse and since the majority of legal positions require the ability to work well under pressure at least some of the time, you may find yourself convincing the employer not to consider you for the job. Remember that 90% of all attorneys were not in the top 10% of their class.

Turning Weaknesses Into Strengths
No one likes to talk about their weaknesses, but employers may persist in asking. The question may be direct, e.g., “What are your personal weaknesses?” or more subtle: “Your grades are a little low. What can you tell me about them?”

The key to discussing weaknesses lies in the approach you take. What seems to work best is an approach which (1) identifies the issue and (2) presents the solution. For example:

1. My natural tendency is to be somewhat disorganized. Law school has taught me that disorganization is my own worst enemy, and I don’t want to have to pay that price.
2. I’ve found that what works best for me is the use of my Franklin Planner. It forces me to create a detailed task list so that I can rest assured that nothing falls through the cracks.

1. No, I am not on law review.
2. However, you will note from my resume that I worked throughout law school not only to defray the costs of my education but also, and more importantly, to gain experience in a business environment. I think that the exposure that I gained by working will greatly benefit me when I begin my legal career.

Negative Questions
Be aware that an employer may ask you to describe what you liked or did not like about your last job, fellow workers, or supervisor. These questions should be answered carefully so as not to identify yourself as a "problem employee." Even if you had an absolutely miserable experience at your last place of employment, say something positive and do not go into detail about any specific dissatisfaction or negative experience you may have had. Such a response is a flag for the employer and may prompt follow-up questions which change the focus of the interview entirely. Your goal is to be positive and upbeat throughout the interview. Don't allow yourself to be dragged into negative discussions.

Asking Informed Questions
Do your homework for each interview. Read as much literature as you can find on the firm/corporation/organization. You should speak with anyone who may know something about the employer. You can often obtain literature or information directly from the prospective employer. Use Lexis, Westlaw, the PSLawNet public service database, and/or the Internet as well.

Try to learn about the person(s) who will interview you, particularly name and position or specialty. Employers that interview on campus are often able to provide the interviewers’ names to the Office of Career Services prior to the interview date. However, be aware that interviewers often change at the last minute.
OTHER INTERVIEW BASICS

Attire
Dress professionally and conservatively. Present a professional image by not carrying a backpack or oversized purse. Present yourself in the “uniform” that is appropriate for the organization. Even if everyday dress can be casual in the employer’s workplace, present yourself as you would appear when representing the organization in a courtroom or other formal situation.

What to bring to the Interview
Bring at least three copies of your resume, along with copies of your writing sample, transcript, and list of references. Do this even if you submitted the material in advance. You may meet new people who would be interested in seeing a copy or the interviewer may have forgotten to bring his/her copy.

Logistics
Confirm where the interview will be held. Some organizations have more than one location. Be generous in estimating the time you will need to arrive punctually. You should arrive at the location about ten minutes early. **Never be late!** Before you enter the offices, stop in a rest room to make one last inspection of your appearance. Be courteous to everyone, whether they are on the road, in the parking lot, on the street outside the building, or in the building itself. You never know who you will meet on your way to an interview, and any one of those people could be involved in making hiring decisions for the employer.

Non-Verbal Communication
Throughout the interview, the employer will be studying your non-verbal communication skills and listening carefully to your responses. A *firm handshake and direct eye contact* are two of the most important non-verbal messages you can send to the employer. They indicate that you are confident, energetic, and sincerely interested in the employer. They illustrate how you will present yourself as a lawyer.

Handling Inappropriate or Discriminatory Questions
Interviews are very difficult situations even without the added problem of discriminatory questions. The applicant is under stress, wants to make a good impression, and is probably both shocked and angered by the discriminatory question. Or, as sometimes happens, the applicant may not realize until after the interview is over that the question was probably illegal. Handling this kind of situation is very complex and difficult, aggravated by the fact that the interview situation demands an immediate response. What an individual does in such a situation depends on many things, including whether s/he still wants to be considered for the job, whether s/he immediately recognizes the question as inappropriate, and many other factors. Some will try to handle the situation so that prospects for being hired aren’t harmed; others will walk out of the interview; others will challenge the interviewer. The range of responses is enormous and the decision is yours.

If you are troubled by an interview experience, or you experience overt discrimination, please report it immediately to the Office of Career Services while the experience, feelings, and dialogue are still fresh in your mind. Make notes of the conversation as soon as you can after the interview.

DO’S AND DON’TS OF THE INTERVIEW

Do’s
- Do make an appointment with the CSO for a mock interview before any interview.
- Do pay attention to your scent. Women with powerful perfumes and men with intense colognes can destroy interviews. Moderation is recommended. You may not be personally aware of how strong your scent is.
- Do go to the bathroom before your interview. It is embarrassing to interrupt an interview to “go,” and you want to be as comfortable as possible during this “pressure cooker” happening.
• **Do** get a good night’s sleep before each day that you search for employment. If you are noticed to be yawning during the interview, it will cost you.

• **Do** look the interviewer in the eye. Recruiters place a lot of emphasis on eye contact.

• **Do** make sure you get the interviewer’s name right.

• **Do** have some money with you. You never know what might happen.

• **Do** let the interviewer decide when the interview is over.

• **Do** ask the interviewer or recruiting coordinator what their hiring timeline is so that you will know when you will hear from the employer again.

• **Do** your very best at every interview, even if you are not sure that a particular job, firm, or agency is right for you. You can’t turn down an offer until you receive one.

• **Do** ask for business cards of each person that you meet during the interview process. You may want to send a thank you letter following the interview.

• **Do** be positive in all your responses. If questions arise regarding experiences that were negative in some way, focus on the best aspects of those experiences, not the worst. If a prior work or academic experience was less than stellar, prepare in advance by sorting out anything useful you learned from the experience.

**Don’ts**

• **Don’t** be late. In fact, be 10-15 minutes early for any scheduled interview.

• **Don’t** wear your hat, coat, gloves, backpack, or rain gear into an interview. It gives the impression that you are anxious to leave. Carry them if not offered a place to put them.

• **Don’t** have anything in your mouth--no gum, no candies, no breath mints, no cigarettes.

• **Don’t** lean on or put your elbows on the interviewer’s desk. Sit erect. Don’t wear sunglasses into an interview, and if you don’t wear your eyeglasses all the time, don’t park them on top of you head.

• **Don’t** show your nervousness by drumming your fingers, swinging your foot, or cracking your knuckles. You should have no loose change in your pocket--most tend to jingle it when nervous.

• **Don’t** keep adjusting your clothes; nor should you “pick” imaginary lint off your clothing.

• **Don’t** fiddle with your hair.

• **Don’t** call the recruiter “sir” or “ma’am” too much. Respect is mandatory, but don’t go overboard.

• **Don’t** overuse the interviewer’s name.

• **Don’t** call the interviewer, secretary, or recruitment coordinator by his/her first name unless invited to do so.
• Don’t be a jokester. Wisecracks and laughter can come later. Be pleasant, but remember that the interviewing process is formal and serious.

• Don’t give one and two word answers. The recruiter is trying to get to know you. If you go into a shell, you probably won’t be hired.

• Don’t slip into a speech-making or preaching tone of voice.

• Don’t hog the conversation. Answer the questions thoughtfully, but don’t drone on forever. Your answer should be between 20 and 120 seconds long.

• Don’t use profanity, even if the recruiter does.

• Don’t use a lot of slang.

• Don’t chatter while the interviewer is reviewing your resume.

• Don’t try to overpower the recruiter with bragging or overstatement.

• Don’t lie about anything. Sometimes candidates lie about their salary. Recruiters often ask for proof, such as a W-2 form.

• Don’t criticize your present employer.

• Don’t get angry or even irritated during the interview. You can be firm--not angry--if the questioning becomes improper or begins to slip into irrelevant areas.

• Don’t answer questions that you don’t want to answer because you consider them to be too personal--and explain your reasoning.

• Don’t ask “Will I get the job?” or “Can I have the job?” Those questions tend to box the recruiter in and s/he won’t like that. Rather say, “I hope you consider me as a candidate for this job” or “I’m really interested in this job.”

• Don’t talk about salary or benefits until later in the hiring process or until the recruiter mentions the subject.

• Don’t schedule anything after the interview. It will be very embarrassing to leave in the middle of an interview or before you have met all the key players.

• Don’t be irritated if there are a number of interruptions during an interview. Maintain your composure and be prepared to remind the interviewer where you were in the conversation if they ask.
QUESTIONS YOU MAY BE ASKED
QUESTIONS YOU MAY BE ASKED DURING INTERVIEWS

Different interviewers have different styles, so it’s hard to predict what kinds of questions you will be asked when you interview. Preparing for a wide variety of questions is the best way to head into any interview confident that you will be able to answer any question that comes your way. As you read through the questions below, stop to consider how you would answer each one – and then verbalize those answers. You will find that “knowing what you will say” and actually saying it are two different things. Practicing answers aloud will ensure that your answers are well organized, concise, and articulate. It may take you several tries to get your answer to come out best. You do not want to go into an interview with pat, preplanned answers or you risk sounding scripted – but you do want to go into an interview confident that you will be able to talk about your skills and experience in an engaging and articulate way.

Not all interviewers will ask you point blank, “Why should we hire you?” However, this is the question behind every question you will be asked. Make sure that your answers express your interest in the practice of law and the particular employer you are interviewing with. Prepare to give the interviewer concrete examples of any strengths, skills or experience you plan to talk about – saying that you have “strong leadership skills” doesn’t really tell a potential employer anything, but discussing a group, program or project that you have led does. Make sure that your answers reflect the characteristics employers are looking for – good judgment, problem solving skills, dedication, strong work ethic, legal writing and reasoning skills, the ability to work independently, the ability to get along with others, and plain old common sense.

Career Path & Goals
- Why do you want to be an attorney?
- What type of law are you interested in practicing?
- What interests you about litigation/M&A/tax/etc.?
- What qualifications or skills do you think will make you successful as an attorney?
- What are you looking for in a law firm?
- Where do you see yourself 5, 10, 15 years down the road?
- What are your career goals?
- What non-work related goals do you have for yourself in the next 10 years?
- What would be your dream job?
- If you couldn’t be a lawyer, what else would you be and why?
- How do you define success?
- What do you take pride in?

Law School
- Why did you decide to go to law school?
- Why did you choose Loyola?
- How have you enjoyed law school so far?
- Has law school been what you expected?
- What is your favorite thing about law school?
- What is your least favorite thing about law school?
- What activities are you involved in outside the classroom at Loyola?
- What has been your favorite class/area of study/professor in law school?
- What has been your favorite extra-curricular activity in law school?
- Do you prefer courses with exams or papers?
- Why aren’t you on law journal/moot court?
- Have you been happy with your grades in law school?
- Do you think your grades are a good indicator of your abilities/what kind of lawyer you will be?
What happened in [class in which you did not get a good grade]?
How do you balance your academic obligations with other demands on your time (law journal, moot court, work, etc.)?

Skills & Strengths
- How will you contribute to our organization?
- Are you a better public speaker or writer?
- What do you think will be your chief strength as a lawyer?
- What do you think will be your primary weakness as a lawyer?
- Tell me about your writing sample.

Past Work Experience
- Tell me what you did before going to law school.
- Walk me through your resume – what are the highlights of your career to date?
- Tell me about your job last summer. Did you receive an offer?
- Tell me about [any job on your resume]. What did you do? What did you learn? What did you like most about the job? What did you like least?
- How would your previous supervisors describe you?
- Of all the jobs you’ve held, which was your favorite and why?
- Tell me about a time you went above and beyond and beyond the call of duty in a job.
- Tell me about a time you voluntarily took on a leadership roll in a job.
- What did you do in the summers during college?
- What type of work have you found most satisfying?
- Tell me about a challenge you faced in one of your past jobs and how you overcame it.
- Have you ever had to deal with a difficult client or supervisor? How did you handle the situation?

Work Style
- What motivates you?
- How would you describe your work style?
- Do you prefer working independently or as part of a team?
- Give me an example of a time you worked on a team, and how well you think it worked.
- Are you a leader or a follower when asked to work as part of a team?
- How do you work best?
- How well do you take instruction?
- Are you comfortable working under pressure?
- What type of people do you work best with?
- What kind of a boss do you prefer?
- Define leadership. Define cooperation.
- Do you consider yourself competitive?
- As an associate, you will often be called on to work on several important cases or deals at the same time – how comfortable are you juggling multiple responsibilities?
- When you are an associate, how will you handle a situation where you have too much work to handle it all successfully?

Employer/Market Specific
- Why are you interested in [employer you are interviewing with]?
- Why do you want to be in [geographical area employer is located in]?
- What can I tell you about the [firm, agency, office, etc.]?
- Where did you work last summer?
Where else are you interviewing?
Do you have any outstanding job offers? Where?

**Public Interest/Government Specific**
- What experience do you have working with the issue/population we work with?
- How did you develop an interest in the issue/population we work with?
- How are you going to deal with the often difficult issues we deal with?
- What do you do to relieve stress?
- How will you handle the limited resources we work with?
- How much and what type of supervision do you need to work well?
- How will you handle your law school debt on a public interest/government salary?

**Judge Specific**
- Why are you interested in working in chambers?
- What are your future career plans?
- What are your views on [any current political issue or news item]?
- What do you think about the recent decision in [major case in the jurisdiction]?
- Who is your favorite Supreme Court Justice and why?
- Tell me about your legal writing/civil procedure/evidence grades.

**Personal**
- Tell me about yourself.
- What was the last good book you read?
- What is your favorite movie?
- How do you keep aware of current events?
- Do you have any hobbies?
- What do you do for fun/to let off steam/in your spare time?
- What accomplishments in your life are you proudest of?
- Who are your heroes?
- What is your greatest strength?
- What is your greatest weakness?

**Random Questions**
- Tell me something about yourself that is not on your resume.
- If you could be any type of animal/car/cookie, what would you be?
- If you won the lottery tomorrow, what would you do?
- If you could have lunch with any three people, living or dead, who would they be and why?
- I’m tired of interviewing, you ask the questions.
QUESTIONS FROM A LAW FIRM HIRING PARTNER: GUIDE FOR STUDENTS

All of these questions can and will be asked during interviews with law firms and also included is guidance on the kinds of answers that are appropriate. Think about how you will respond to these questions. Develop concise, well-organized answers. Consider how each answer responds to the interviewer’s unspoken question: “Why should we hire you?”

EXAMPLES OF PROBING INTERVIEW QUESTIONS:

**Interest Level**

1. **Tell me something about yourself.**
   Students should be able to provide a 20 to 30 second focused, concise statement about themselves, as if they were responding to the question “Why should we hire you?”

2. **Why are you interested in our Firm?**
   Students should be able to articulate what it is specifically about the firm that interests them. Look for facts: specific practice areas, actual clients, actual results (successful completion of the merger between Client A and Client B). Don’t be satisfied with: Your size, location, and breadth of practice areas,

3. **Why are you interested in Washington? Do you have any ties to this community?**
   If students have lived/worked in Washington, this is easy. For students with no ties to Washington, they should refer to ties to the east coast; experience in large urban areas; visits to Washington; interest in living & working in the nation’s capitol; extra points if they have talked to classmates/friends who have lived and worked in Washington and can give details about events/places/neighborhoods.

4. **What can I tell you about the firm?**
   Applicant should lead with something s/he knows about the firm, e.g., “I know that you recently added an Intellectual Property group. What led to that decision?”

5. **Why did you go to law school?**

6. **Why did you go to Loyola?**

7. **Do you think your grades are a good indication of what kind of lawyer you’ll be?** No matter what the student’s grades are, s/he needs to go beyond grades to those profession/leadership/counseling/advocacy skills that are essential to good lawyering.

8. **Where else are you interviewing?**

9. **What is your favorite interview question & why & how do you answer it?**

10. **What is your least favorite interview question & why & how do you answer it?**

**Judgment/Problem-solving**

1. **Tell me about a situation from your job last summer that required you to exercise judgment.**

2. In law school, how do you approach a problem for which there appears to be no definitive answer?

3. Assume you are a first-year associate with this firm. How would you handle a situation in which the partner is unavailable and the client needs an immediate answer to a question?

4. Assume you are asked by two partners to complete two different assignments, but you only have time enough to complete one. What would you do? Students should show good judgment and problem-solving
skills, e.g. get the partners together to discuss priorities. An answer like, “Stay up all night and all day and multi-task until they’re both day” is not good.

5. Tell me about your last big mistake. How did you handle it?

6. What is your biggest weakness? This question is often asked by recruiters.

**Motivation**

1. How do you balance your academic obligations and (some other responsibility gleaned from resume, e.g., law journal, part-time work, volunteer work)?

2. Have you been on a committee or had a work-related situation in which you were asked to accomplish a task with insufficient guidance? How did you proceed? This is an opportunity for students to show process-how they ask for guidance, how they get the information they need, and maturity-their ability to admit that they need help.

3. All of us have had times in our lives in which we felt unmotivated, or encountered problems which seemed insurmountable. Describe such a situation and explain how you dealt with it. This question goes to the heart of professionalism-how do we maintain high personal and professional standards day-in and day-out, even when inspiration and motivation are lacking. Look for evidence of structure, e.g., (1) Getting up in the morning, showering, getting dressed-physically preparing for work/study as if one was motivated, rather than waiting for inspiration to strike; (2) Sitting down at the desk with books open and beginning the motions of studying knowing that habit can replace inspiration.

4. Tell me about a situation in which your personal obligations and business/school commitments conflicted. How did you resolve the conflict?

**Leadership**

1. What attributes do you have that would instill client confidence?

2. When you are in a team/group/committee setting, how often are you chosen to be a leader? Why? Are there times when you choose not to lead? Why?

3. Describe a situation in which you acted as a leader that was particularly satisfying to you.

4. Tell me about your role with (some extracurricular activity selected from resume). Students should be able to tell a story about themselves, weaving in information from their resumes and making the story relevant to the interview.

**Interpersonal Skills**

1. Tell me about a time when you worked as part of a team. What is your favorite part about teamwork? Least favorite part?

2. What do you do when you know you need help or more expertise?

3. Have you had a person who acted as a mentor at some point in your life? Tell me about him/her. Does the applicant recognize that others who have gone before him/her have helped him/her? Can the applicant give credit to others? The failure to be able to give credit to anyone else could be an indication that the student will now work well with others.

4. What skills do you believe that you have that would contribute to a team effort?

5. Why do people like working with you? Why might people not like to work with you?
6. Tell me about a time when you were in a pressure situation. Why do you think this situation arose? What, in hindsight, were you most dissatisfied with about your performance? What do you wish you had done differently?

7. Tell me about a task you accomplished as a member of a group which you now believe you could have handled better alone.

8. Law school, especially the first year, can be extremely stressful. How do/did you deal with the stress?

9. When disappointment or failure occurs in your life, what do you do?

10. Describe an event in your life that has had a major impact on you.

11. How do you help others who are in crisis or under stress?

12. What is your favorite non-law-related activity?
   Student should demonstrate good judgment (e.g., if the student’s two favorite activities are drinking in bars, and attending the opera, does the student choose to discuss opera?) and demonstrate a well-rounded personality.

13. If you had an extra hour in the day, what would you do with it (working or studying is not permitted)?

**Ability to Work Independently/Goal Direction**

1. Have you ever undertaken something just to prove to yourself or others that you could do it?

2. What non-law-related goals do you have that you would like to accomplish in the next few years?
   Are the student’s non-law-related goals consistent with the job s/he is interviewing for?

3. Which law school courses have you enjoyed most, and why? Which have you least enjoyed?

4. What part of law school is most challenging for you?

5. Which of your accomplishments are you most proud of? Why?

6. If you don’t get a job with our Firm, what will you do?
   Clearly, students, as good lawyers, should have a Plan B in mind. Good answers might include demonstrations of interest in firms that have something in common with our firm, e.g., large firms in Washington with similar practice areas.

**CLOSING QUESTION**

It looks like our time is up. Do you have any other questions?

Students must ask a question. It should be something short and easily answered, since the interviewer really just means, “Our time is up,” but has tacked on, “Do you have any other questions?” because they always do. But students can’t admit that they don’t have any other questions because they should leave the interviewer with the feeling that if the interviewer had time, the student would like to talk to them all day. Good responses include: “If I have the opportunity to work for your firm this summer, will I have the chance to work with you?” Or, “I am excited about this opportunity. What additional information or references do you need to make your decision?”
QUESTIONS TO ASK DURING AN INTERVIEW
**ASKING QUESTIONS DURING INTERVIEWS**

Employers will evaluate the depth of your interest in them by the nature of the questions you ask. Ask thoughtful questions that show that you are interested in the employer, have already researched them, and want to learn more. **DO NOT ask questions that can be answered with simple research e.g., NALP form, website, promotional brochure. Take your questions to greater depth -- employers appreciate interviewees who have done their research.**

Avoid confrontational or self-interested questions like “What is your billable hour requirement?” or “Tell me about the work/life balance at the firm.” You may dig deeper into hours requirements and work/life balance issues once you have been made an offer. Your job during interviews is to impress the employer with what you have to offer them. Your job once you are deciding among offers is to figure out which will be the best for you personally.

Bear in mind that the questions you ask should differ depending on the type of job you are interviewing for. If you are interviewing for a part-time job during law school that will likely **not** lead to post-graduate employment, confine your questions to the type of work the employer does, the type of work the employer will expect you to do, how you will be assigned work, and the work hours the employer expects. If you are interviewing for a summer job that may lead to post-graduate employment, it is appropriate to ask more sophisticated, forward-looking questions about associate life. As a 3L interviewing for employment after graduation, you need to ask questions that show you very interested in and knowledgeable about the employer and that elicit information about the employer to know whether you will be a good fit. You will want to know as much about that employer’s management style and future business plans as possible.

**Not all of these questions are appropriate for every interview. Use good judgment. If you are interviewing with a partner – they will want you to ask thoughtful, grown-up questions that are forward-looking and somewhat more “big picture.” It will depend on the type of job you are interview for and the person who is interviewing you.**

- Describe the structure of the summer associate program at your firm?
- What is the organization looking for in the ideal candidate?
- What type of work should I expect and how are work assignments distributed to summer associates?
- What criteria are used to evaluate a summer associate? What criteria does the firm consider when determining whether to make a summer associate a post-graduation associate offer?
- Are offers extended by a particular department/group?
- Once an associate joins a department or practice group, is there mobility?
- What type of work should I expect to do as a new associate in your department? Are projects assigned or will I be expected to approach partners for work?
- How are new attorneys trained?

**Good Questions to Ask Partners**

- What criteria are used to evaluate associates? Does the firm have specific benchmarks for new attorney development?
- What criteria does the firm consider when determining whether to make an associate a partner?
• What are future growth areas of the firm?

• At what point are associates expected to bring in business?

• What is the "normal" partnership track? Is this standard for all practice areas in the firm?

• What does "becoming a partner" mean? One- or two-tier system? What are the differences?

• How many associates made partner over the last year?

• Describe the breadth of the client base. Does one client represent more than 10% of the firm's business?

• What types of clients do you work with?

• How do new clients typically come to the firm? What strategies does the firm have in place for acquiring clients?

• How early are associates asked to specialize?

• How are important decisions made within the firm? What are the major firm committees, their jurisdictions and ultimate authority within their jurisdictions?

**Public Interest/Government Specific**

Bear in mind that each public interest organization and government office is unique – make sure that you do your research on the specific employer you are interviewing with and tailor your questions appropriately. The following are suggestions to get you started.

• What are the responsibilities of the position?

• What is the case load like?

• What are the unique challenges of working with the issue/population you serve?

• How is the organization funded? (for public interest organizations)

• What is the hierarchy that this position reports to? (for government employers)

• What types of claims do you deal with most often?

• How do clients/cases come to the organization?

• What is the process for determining what clients/cases the organization will represent?

• What percentage of potential clients/cases does the organization take on?

• For you, what is the most satisfying part of working for this organization?

• Does the organization offer any type of law school loan repayment program?
AFTER THE INTERVIEW
WHAT TO DO AFTER THE INTERVIEW

Send a Thank-You Letter, Card, or Email
Immediately after the interview, write to the person who was responsible for organizing the interview process (sometimes a secretary or recruiting coordinator). Or write to the one person who seemed most in charge and in that letter thank the others; either is correct. Include references to details of your visit in the letter so that it does not sound like a form letter that you send after every callback-interview. If you choose to write to each of your callback interviewers make sure that the letters you send to people in the same firm are not exactly the same as there is always the possibility that they will compare notes. Send the letter as soon as possible after the call-back interview.

Handwritten thank you cards (if you have nice handwriting) and typed letters are appropriate for thank yous. If you have been communicating with the employer/interviewer by email throughout the interview process, email can also be appropriate for a thank you. However, because of the natural tendency to be more casual in email communications, make sure you proofread thank you emails thoroughly. Print out any email and read it before sending to make sure your tone is appropriately professional. Remember, if you’ve made a good impression during an interview, you don’t want to ruin that impression with a thank you note that contains a typo!

Monitor Status Tactfully
Job offers are not usually made during the interview. If you do not hear from an employer within a reasonable time after the date specified for a decision (usually two to four weeks following the interview, depending on the situation), you may call to ask about the status of their deliberations. Do not be over-anxious, and be careful not to call repeatedly or place undue pressure on the employer. When you receive an offer, inquire when they need a decision and suggest when you will get back to them.

Acknowledge Any Job Offer Immediately
If you receive a job offer, immediately affirm your interest, and ask the date by which you are expected to respond. Most organizations have a timetable and expect you to respond, either with an acceptance or a rejection, by that date. Keep in mind that many employers expect quick responses, especially smaller offices eager to fill vacancies. The National Association of Law Placement sets standards for the timing of offers and acceptances with large firms. See the NALP Part V guidelines for specific deadlines by going to www.nalp.org or see Section 10 of this handbook.

Respond To Job Offers Appropriately
Timing and tact are critical when you have received an offer and the employer wants a decision, but you may be waiting to hear about another job you would prefer. What can you do? You can ask the first employer for an extension of the time by which they want your decision. Be careful how you present that request. Do not give them the impression that they are a poor second choice. You can also explain to the undecided employer that you have another job offer but would prefer working with them and request that they let you know their decision as soon as possible. Here, too, be careful of your presentation. Their individual time constraints may still result in your having to make a decision in the first position without knowing about the second.

When you are in the fortunate position of having more than one job offer and must reject all but one employer’s offer, use the same tact and finesse that you would want from them. Carefully prepare what you will say, and be gracious. You never know what the future will bring. Some day you may have the opportunity (and desire) to work for them.

See a career counselor if you have further questions about job offers, and remember to consult the NALP rules on timing of offers and acceptances.
THANK YOU LETTER AFTER AN INTERVIEW

NAME
Address
City, State ZIP
Telephone
Email address

Date

Name of contact person
Title of contact person
Name of firm/organization
Street address
City, state, zip

Dear Mr./Ms. ___________

I very much appreciated the opportunity to interview with you on [date]. The information you shared with me about [law firm or organization name] was extremely useful and I am excited about the possibility of applying my education and experience to the position we discussed.

If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

[Written Signature]

Your name typed

THANK YOU LETTERS, CARDS, & EMAILS
Always send a thank you in one form or another. If you send a letter, it should be typed using standard business format on 8 ½ x 11 inch paper.

If you send a thank you card, it should be handwritten. Make sure your handwriting is legible and error-free.

If you are in a hurry, feel free to send an email, but, again, make sure it is error-free.

NOTE: The above letter should be sent after visiting an employer’s office. After callback interviews, you may send one letter to the person who invited you to the callback interview, the recruitment coordinator, or whichever interviewer seems most appropriate and ask that person to thank all your interviewers. You may send a thank you letter or card to each person who interviewed you, but this is not expected. If you do send multiple letters or cards, however, they must be different from one another.
Dear Mr./Ms. ___________:

I am very pleased to accept your offer [state offer] as outlined in your letter of [date]. [Include all details of offer—location, starting salary, starting date.] Please let me know if there is further information or documentation that you require prior to my starting date.

I look forward to working at [name of employer].

Sincerely,

[Written signature]

Your name typed
Dear Mr./Ms. ___________: 

After considerable thought, I have decided not to accept your offer of employment as outlined in your letter of [date].

Thank you for your time, effort and consideration.

Sincerely,

[Written signature]

Your name typed

OR:

Dear _____________:

I am very pleased that you have offered me a position. However, I have accepted another offer. [Or, However, I am unable to accept your offer at this time.]

Thank you for your time and consideration.

Sincerely,

[Written signature]

Your name typed
PUBLIC INTEREST CAREER PLANNING
INTRODUCTION

Public Service is a very broad term – it encompasses a variety of practice areas and practice settings. In general, it includes government as well as non-profit settings and directly representing clients as well as policy advocacy. The work focuses on representing underserved populations (e.g. domestic violence victims, immigrants, the elderly, disabled clients, children, and the poor) and inadequately protected legal rights (civil rights, environment, education, criminal, and consumer law). Government work is also public service and opportunities exist at the federal, state, county, and city levels. Examples include criminal defense and prosecution, working for government agencies, and legislative/policy work.

Public Service is a wonderful way to gain experience, use your legal education, and help others for the common good. There are a variety of ways to incorporate Public Service into your legal career, and it is never too soon to start! We hope the following tips and resources serve as a starting point. Feel free to follow up with our office for more information.

PART I: 1L JOB SEARCH TIPS

Just as in successful legal advocacy, preparation is the key to obtaining a satisfactory public service position. Although academic achievement is always important, good grades are not enough. Public service employers nearly always expect evidence of commitment to their kind of work, particularly evidence of community service and hands-on exposure to the kinds of clients, issues, and day-to-day activities their practice encompasses.

Fortunately, Loyola offers a wealth of resources to help you prepare for and conduct a successful public service job search. Here are some tips/ideas in planning for a public interest career:

- Don’t reject unpaid internship opportunities, especially for your first summer. It’s extremely important to show some relevant legal experience as you enter your second year. Whether the work is paid or unpaid is not important to employers. You can combine unpaid work on a part-time basis with any kind of non-legal paying job you can find. If you cannot volunteer at a legal organization, consider volunteering for non-legal organizations that serve the population of interest (e.g. a domestic violence shelter or a school setting). But even unpaid work needs to be lined up well before the summer begins, as the best positions usually fill early. The counselors in the Office of Career Services can help you.

- Keep in mind that for some popular Chicago area government offices, an internship (volunteer) or externship (for academic credit) with them is almost essential to getting an interview for a postgraduate position.

- Choose co-curricular activities that enhance your resume to public service employers, such as work on relevant journals and publications, other substantive writing, community service activities, and intensive leadership-level activities in relevant organizations.

- Consider organizing your own funding for a school year or summer position via: Federal work study, PILI grants, or PILS grants. More information on these opportunities and additional funding sources are available on our website: http://www.luc.edu/law/career/publicinterest/funds_pub_int_opps.html. Keep in mind that PILS also considers your involvement when awarding funds.
**PART II: RESOURCES AND PROGRAMS**

**KEY JOB REFERENCE MATERIALS AND RESOURCES**

The handbooks and directories listed in this section provide a sampling of the resources available for public service. Additionally, numerous helpful links can be found on the Public Interest Job Search page of the CSO website: http://www.luc.edu/law/career/Public_Interest_Job_Search_Resources.html.

**ONLINE DIRECTORIES**

**Directories of Public Interest Fellowships**
Available: http://www.pslawnet.org/informationandresources (You’ll need to log into PSLawNet in order to view their fellowship listings. Students register individually on their website and create their own username and password.)

_The PSLawNet Fellowship Corner lists fellowships for which law school graduates are eligible, including relevant non-legal fellowships. It also includes the full text of Yale’s Fellowship Application Tips, fellowship resources, and an application deadline calendar._

**Federal Legal Employment Opportunities Guide**

_Information on available employment opportunities with numerous federal agencies and departments, listing extensive hiring program and contact information._

**The University of Arizona Government Honors & Internship Handbook**
Available: http://www.law.arizona.edu/career/honorshandbook.cfm

_Published by the University of Arizona Law School, this handbook contains opportunities with federal agencies and some state agencies. Detailed descriptions, application processes, and deadlines are provided._

**Opportunities in Public Affairs**
Available: www.opajobs.com

_An excellent source of public affairs job openings in the Washington, DC area._

**KEY WEBSITES**

The internet is a key resource for information about public interest law and job opportunities in public service. The Office of Career Services’s website has numerous public interest and government links on the following pages: http://www.luc.edu/law/career/Government_Job_Search_Resources.html (Government) and http://www.luc.edu/law/career/Public_Interest_Job_Search_Resources.html (Public Interest).

**Career Services Job Postings**
http://law-luc-csm.symplicity.com/students

1L students will be sent a Symplicity username and password on November 1st.

_This website lists job announcements received by the Office of Career Services. New postings are added nearly everyday. All job postings, including those in public service, are listed here._

**Equal Justice Works**
www.equaljusticeworks.org

_A good starting point for general information on public interest law from a student perspective, information on Equal Justice Works’ summer internship and postgraduate fellowship programs, and links to a number of other useful sites._
Public Service Law Network (PSLawNet)  
www.pslawnet.org

This is a searchable nationwide database of public service opportunities including paid and unpaid student internships, postgraduate fellowships, and postgraduate jobs. Select the Students/Alumni button and follow the prompts for registering to obtain a username and password.

Illinois Pro Bono  
www.illinoisprobono.org

This statewide website gives information on Illinois legal aid agencies, their personnel, what they do, who they serve, their training schedules, and job and volunteer opportunities.

United States Department of Justice (DOJ)  
www.usdoj.gov

A good starting point for federal government opportunities, this website offers links to other federal government agencies and describes the DOJ's own hiring programs for lawyers and law students.

United States Office of Personnel Management (OPM)  
www.opm.gov

Basic information on federal government employment, plus a searchable database of federal job listings. You may want to check both the legal and administrative job categories. You can also access these postings through www.usajobs.opm.gov.

State of Illinois  
www.state.il.us

The website of the Illinois state government which links to a number of state agencies, many of which post job listings on their websites.

City of Chicago  
www.cityofchicago.org

Provides information on internships and job opportunities with the City of Chicago as well as links to related organizations.

Harvard Law School  
www.law.harvard.edu/students/opia

The Office of Public Interest Advising at Harvard University offers specialty guides about several types of public service career paths on its website.

Alliance for Justice  
www.afj.org

A national association of environmental, civil rights, mental health, women's, children's, and consumer advocacy organizations.

Government Sites  
www.washlaw.edu

A free service of Washburn University School of Law, this website offers links to state, federal, and international government websites as well as directories of law firms, legal associations, law schools, and bar associations.

USA Jobs  
www.usajobs.gov

The federal government’s official job posting website.
Non-Profit Positions
www.idealista.org

This site lists job/internship opportunities in non-profit organizations worldwide. Note that the listings include both legal and alternative legal positions.

BOOKS AVAILABLE IN THE OFFICE OF CAREER SERVICES & THE LAW LIBRARY

Lawful Pursuit: Careers in Public Interest Law
By Ronald Fox
Available: Law Library Main Stacks
An American Bar Association publication that offers a good initial perspective for career planning.

Pro Bono: Volunteer Opportunities for Attorneys in the Chicago Area
Published by The Chicago Bar Foundation
Available: Office of Career Services
A guide of the many public interest organizations in the Chicagoland area that are in need of pro bono attorneys and a great place to find organizations that might be in need of law student interns, volunteers, or law clerks.

The Comprehensive Fellowship Guide: the Ultimate Resource for Law Students and Lawyers
Published by PSLawNet
Available: Office of Career Services
A print resource that includes hundreds of fellowship listings culled from the PSLawNet website, along with application tips and a deadline calendar.

Public Service and International Law: A Guide to Professional Opportunities in the United States and Abroad
A joint project of Yale Law School and Harvard Law School
Available: Office of Career Services
A guide that explores international public service opportunities in both the United States and abroad.

Jobs and Careers with Non-Profit Organizations
By Ron & Caryl Kirannich, Ph.D.s
Available: Office of Career Services
A guide to job searching in the public sector, this book includes many examples of the types of organizations you may encounter in a public interest job search. The listings in this book are not exhaustive, but it is a great place to start!

The Directory of Legal Aid and Defender Offices in the United States
Published by NLADA
Available: Law Library Main Stacks
Lists National Legal Aid and Defender Association (NLADA) member organizations by state, including legal aid offices, public defender offices, and specialized programs.

Sullivan’s Law Directory
Available: Office of Career Services and Law Library Reference Section
A state directory of Illinois lawyers, legal organizations, courts, and government law offices. The center section lists federal, state, county, and City of Chicago agencies that employ lawyers. Each state has at least one similar legal directory, published by the state bar or by a private company.
KEY SUMMER PROGRAMS

Although these are by no means the only sources of summer jobs and internships in public service, the following are important organized programs for obtaining summer positions and funding for summer public interest work, which we urge Loyola students to pursue. Summer public service work after the first year of law school is an appropriate way for all students to gain resume-enhancing legal experience through meaningful service. For students seeking postgraduate careers in public service, appropriate community experience is essential, and it is even more important to take advantage of the vital opportunity presented after two years of law school (specifically, 51 credit hours) when eligible for a student practice license under Illinois Supreme Court Rule 711 and comparable provisions in many other states.

Public Interest Law Initiative (PILI)
The PILI Summer Internship program places students in designated Chicago area public interest organizations selected by the PILI board. A PILI Intern (1L or 2L) receives a $5,000 stipend for ten weeks of full time summer work and participates in weekly educational programs. Application materials are available on their website, www.pili-law.org. Students should apply in mid-October through early December to assure consideration, although the final deadline is early March.

Public Interest Law Society (PILS) Summer Fellowships
The PILS Fellowships program is Loyola’s own, funded through the PILS Auction and other fundraising activities of the Public Interest Law Society. Any interested student may apply for a grant after obtaining a position at a sponsoring organization. Applications are reviewed and recipients selected by a committee consisting of faculty members, students, and administrators. In recent years, PILS fundraising has supported 10-12 grants to first and second year students who have worked in nonprofit and governmental law offices nationwide and even internationally. Applications are available in the early spring.

Equal Justice Works Summer Corps
This nationwide program, co-sponsored by Equal Justice Works and Americorps, places law students in summer positions throughout the country, primarily in civil legal assistance organizations with an emphasis on non-metropolitan settings. It pays a loan reduction award of $1,000. Details can be found online at www.equaljusticeworks.org.

Equal Justice America
This program provides fellowships to students working in organizations providing direct civil legal services to the poor. Information is available on their website for spring, summer, and fall fellowships. They sponsor fellowships at the Chicago Legal Clinic, AIDS Legal Council, Chicago Coalition for the Homeless, Legal Assistance Foundation of Metropolitan Chicago, and Lifespan Center for Legal Services. For further information, see their website at www.equaljusticeamerica.org.

KEY ANNUAL EVENTS

Below is a summary of the main annual events in which Loyola law students interested in public service careers should participate as appropriate.

Public Service Convocation
Early Fall
Hosted by the Dean of the School of Law, the Convocation honors an exemplary public service law practitioner, presents a distinguished keynote speaker from the private bar who discusses pro bono service, and introduces public service opportunities at Loyola. Mandatory for 1Ls.
Meet the Public Service Organizations Reception  
*Early November*
Sponsored by the Chicago Area Law School Consortium, this reception gathers attorneys from Chicago area nonprofit and government law offices to meet informally with law students and discuss their organizations as well as volunteer opportunities.

**Practice Tracks**  
*January*
This table talk event offers the opportunity to meet several dozen Chicago area attorneys who practice in a wide variety of legal subject areas and settings. This event is excellent for exploring both private sector and public service career options.

**Midwest Public Interest Law Career Conference (MPILCC)**
http://mpilcc.uchicago.edu  
*Early February*
Nonprofit and government employers from primarily Midwest states gather to interview students for both summer and postgraduate opportunities. This career fair offers the opportunity to submit resumes for scheduled interviews at the conference and to seek unclaimed interview slots on the day of the event. Additional informal networking opportunities are also available. The registration deadline is in early December.

**PILS Auction**  
*Mid-February*
A fundraiser for the Public Interest Law Society, the proceeds of this event go to support PILS summer stipends for Loyola students.

**Judicial Externship Info Sessions**  
*Mid-February*
If you’re interested in working for a judge during your first summer, be sure to attend one of the judicial externship information sessions in the spring semester.

**IN CONCLUSION**
Working in public service is a great privilege and opportunity as a member of the legal profession, whether performed as a full time career or as a supplemental professional activity. The Office of Career Services is here to help you realize your public service goals. Please use this guide as a starting point and take advantage of the wealth of resources available to you through Loyola and the Chicago community. We wish you every success in your efforts.
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<th>STUDENT</th>
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<tr>
<td>Alleyne, Valentia</td>
<td>Iowa Civil Rights Commission</td>
<td>Summer Associate</td>
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| Arsentyeva, Polina | 1. The Honorable Jesse Reyes, Circuit Court of Cook County, Chancery Division  
|                    | 2. Prof. Anne-Marie Rhodes                         | 1. Judicial Extern               |
| Aslam, Nadia       | Amal Law Group                                      | Law Clerk                       |
| Azzam, Nura        | U.S. Department of Labor, Employee Benefits Security Administration (California) | Technical Assistant |
| Baker, Deborah     | Prof. Lawrence Singer                              | Research Assistant              |
| Balac, Zoran       | Marshall Auerbach & Associates                      | Law Clerk                       |
| Banda, Lauro       | Kraft Foods, Inc.                                  | Legal Intern                    |
| Battin, Amber      | Propes & Kaveny                                     | Law Clerk                       |
| Barney, Ian        | The Honorable Mary Anne Mason, Circuit Court of Cook County, Chancery Division | Judicial Extern               |
| Beaker, Craig      | Prof. Hugo Rojas at Universidad Alberto Hurtado (Santiago, Chile) | Visiting Research Scholar |
| Becker, Randy      | University of Notre Dame Library, Department of Electronic Resources | Technical Assistant |
| Belich, Ashley     | Cook County State’s Attorney’s Office, Civil Litigation Division | Law Clerk |
| Bennett, Jaime     | Bancroft & Richman, LLC                            | Law Clerk                       |
| Blaising, Amanda   | Prof. Richard Michael                              | Research Assistant              |
| Brandwein, Michael | 1. Kamensky, Rubinstein, Hochman, & Delott, LLP  
|                    | 2. Alder & Franczyk, LLC                           | Law Clerk                       |
| Brassil, Brendan   | 1. Illinois Treasurer’s Office                      | Law Clerk                       |
|                    | 2. Stetler & Duffy, Ltd.                           |                                 |
| Brey, Tamara       | In-house counsel of Navistar Financial Corporation  | Law Clerk                       |
| Brouk, Jonathan    | 1. Provena Health, Office of General Counsel  
|                    | 2. The Honorable Mary Anne Mason, Circuit Court of Cook County, Chancery Division | 1. Law Clerk  
|                    |                                                   | 2. Judicial Extern               |
| Bucaro, Susanna    | Nairobi International Law Institute of Widener University School of Law | 2009 Summer Program |
| Buetow, Zephranie  | Office of Congressman Bobby L. Rush                 | Intern                          |
| Bugaski, Jaime     | Public Company Accounting Oversight Board, Department of Enforcement & Investigations | Law Clerk |
| Byrne, Amanda      | Fischel & Kahn, Ltd.                               | Law Clerk                       |
| Callero, Frank     | Amari & Locallo                                     | Law Clerk                       |
| Carlson, Christopher | 1. Equality Illinois  
|                    | 2. Prof. Barbara Youngberg  
|                    | 3. Muriel Law Offices                               | 1. Legal Intern  
<p>|                    |                                                   | 2. Research Assistant               |
|                    |                                                   | 3. Law Clerk                           |
| Che, Aileen        | 1. Benjamin Legal Services, PLC                    | 1. Law Clerk                       |
|                    | 2. Prof. Lea Kravinskas-Shepard                     | 2. Research Assistant              |
| Cleary, Bernard    | Public Defender’s Office, 19th Judicial Circuit     | Legal Intern                      |
| Conroy, Shannon    | Neal, Gerber, &amp; Eisenberg                          | Law Clerk                       |
| Conte, Michael     | Childress, Duffy, &amp; Goldblatt                      | Law Clerk                       |</p>
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<tr>
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<td>Conway, Kathryn</td>
<td>Law Clerk</td>
<td>Cook County State’s Attorney’s Office, Civil Actions Bureau</td>
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<td>The Honorable David E. Haracz, Cook County Domestic Relations Court</td>
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<td>Garvey, Michelle</td>
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<td>1. The Honorable Margaret Daly, Hennipen County Criminal Court 2. Yost &amp; Baill, LLP (Minneapolis, MN)</td>
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<td>1. Office of the Regional Health Administrator at the Dept. of Health &amp; Human Services 2. Prof. Lawrence Singer</td>
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<td>McDonald, Jeffrey</td>
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<td>Office of the Cook County Public Defender, Post-Conviction Unit</td>
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<td>McNamaara, Kate</td>
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<td>Gokkilic Law Office (Istanbul, Turkey)</td>
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<td>Minnick, Katy</td>
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</table>
| Motto, Jon            | 1. Cook County State’s Attorney’s Office, Traffic Division  
                        2. Also selected to participate in Prosecutor’s Academy | Law Clerk              |
| Muldowney, Timothy    | 17th Judicial Circuit of Illinois, Civil Division (Rockford, IL)              | Judicial Intern        |
| Najarian-Janeway, Brynne | Monroe County Prosecutor’s Office (Monrow, MI)                             | Legal Intern           |
| Naughton, Cailin      | TTX Company (a railroad pooling and management company)                      | In-house Legal Intern  |
| O’Connor, Mallory     | Office of the Public Guardian, Juvenile Division                             | Legal Intern           |
| Patterson, Michael    | James J. Roche & Associates                                                  | Law Clerk              |
| Pino, Leilani         | Office of the Illinois Attorney General                                       | Law Clerk              |
| Polsinelli, Jaclyn    | The Honorable Lisa Gorcyca, Oakland County Circuit Court (Oakland County, Michigan) | Judicial Intern        |
| Posner, Jordan        | Casper & Casper (Dayton, OH)                                                 | Law Clerk              |
| Quema, Kristine       | Merlo, Kanofsky, Brinkmeier, & Gregg, Ltd.                                   | Legal Assistant        |
| Ranganathan, Sridevi  | Ambrose & Associates                                                          | Law Clerk              |
| Rapp, Wayne           | 1. Linda Liu & Partners (Beijing, China)  
                        2. The Oyez Project                                                     | 1. Law Clerk  
                        2. Abstracted Supreme Court cases                                       |
<p>| Rayjada, Deven        | Duane Reade (New York, NY)                                                   | In-house Legal &amp; Compliance Intern                                      |
| Redondo, Melissa      | Niro, Scavone, Haller, &amp; Niro                                                | Legal Intern           |
| Reed, Michelle        | Arinstein &amp; Lehr LLP                                                         | Law Clerk              |
| Rees, Megan           | Richard J. Prendergast, Ltd.                                                  | Law Clerk              |
| Richardson, Paul      | City of Chicago Mayor’s Office                                                | Mayoral Fellow         |
| Riddell, Sarah        | International Criminal Tribunal for the former Yugoslavia (The Hague, the Netherlands) | Legal Intern          |
| Riley, Renae          | Asonye &amp; Associates                                                          | Law Clerk              |
| Roy, Brian            | Los Angeles County Superior Court (Torrence, CA)                             | Judicial Intern        |
| Ruder, Brian          | Goldberg, Weisman, Cairo, Ltd.                                               | Law Clerk              |
| Sabin, Claire         | City of Chicago, Department of Human Resources                               | Legal Intern           |
| Schneider, Haley      | Slavin &amp; Slavin                                                              | Law Clerk              |
| Schramm, William      | Office of the Public Defender, Skokie, IL                                    | Legal Intern           |
| Scott, Steven         | Cook County State’s Attorney’s Office, Narcotics Division                    | Law Clerk              |
| Sellers, Nathan       | Cook County State’s Attorney’s Office, Felony Trial Division                  | Law Clerk              |
| Shockley, Ashlyn      | United States Attorney’s Office                                               | Assistant              |
| Shoemaker, Victoria   | Childress, Duffy, &amp; Goldblatt, Ltd.                                           | Law Clerk              |
| Sims, Melanie         | Anesi, Ozmon, Rodin, Novak, &amp; Kohen, Ltd.                                    | Law Clerk              |
| Sobczak, Krzysztof    | Veteran’s Legal Services Center &amp; Clinic                                      | Clinical Associate      |</p>
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<td>Soden, David</td>
<td>The Honorable Virginia Kendall, United States District Court, Northern District of Illinois</td>
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