Career Planning 101: An Insider’s Guide to the Office of Career Services

2016-2017 Edition

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IMPORTANT USERNAMES & PASSWORDS

Law School Job Posting Database (PEARSON)
- On October 15, you will receive an email containing your personal username and password for PEARSON.

CSO Website Resources
- 4 or More List
- All other password protected portions of the CSO website
  Username: student
  Password: loyolaonline

Government and Public Policy Resources
- Arizona Government Honors & Internship Handbook
- Arizona Public Policy Handbook
  For both handbooks: http://arizonahandbooks.com/u/Loyola
  Password: career

Judicial Clerkship Online Resources
- Vermont Guide to State Judicial Clerkship Procedures
  Username: eastern
  Password: hemlock

Public Interest Online Job Resources
- PSJD – www.psjd.org
  Click on the “Job Seekers” link in the blue box in the top right-hand corner of the homepage to create your own username and password.
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WELCOME

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 – Friday 9:00 a.m. -- 5:00 p.m. (or by appointment)

Please note that our hours during the summer, exams, and holiday periods may differ slightly from this schedule. Counseling after normal business hours is available by appointment. Please call, email, or stop by our office to schedule an appointment.

LOCATION

Corboy Law Center
25 East Pearson Street
Suite 1301
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

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WHO IS YOUR CAREER COUNSELOR?

• Students in a Public Interest or Child Law Legal Writing Section: Maureen Kieffer
• Students with last names beginning with A-G: Hollis Hanover
• Students with last names beginning with H-O: Sheila Simhan
• Students with last names beginning with P-Z: Marianne Deagle
SERVICES THE CSO PROVIDES

CAREER COUNSELING
Students 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. Our counselors assist students with: self-assessment, career planning and job search counseling, networking, resumes, cover letters, 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 prepare for interviews with legal employers.

COMPUTER RESOURCES
The CSO has computers, printers, a fax machine, and a scanner available for students and alumni to do career-related research. 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
- Cook County Bar Association Minority Job Fair
- Equal Justice Works Conference & Career Fair (Washington, DC)
- Lavender Law Conference
- Patent Law Interview Program

SPEAKERS AND PROGRAMS
The CSO sponsors a number of career skills and legal career information programs. These programs vary from “How to Write a Legal Resume” to “Recharging Your Job Search” to “How to Apply for Judicial Clerkships.”

CSO NEWSLETTER
Each Monday, the CSO sends an online newsletter to students’ Loyola email accounts with information regarding upcoming CSO programs, job searching tips and a job of the week.

CSO WEBSITE
Contains numerous job search ideas and resources. Access the CSO website at http://www.luc.edu/law/career/.

JOB POSTINGS
The Career Services job posting database is called Symplicity and contains a list of all part- and full-time job announcements. The 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 in mid-October of their first year. Symplicity can be accessed at http://law-luc-csm.symplicity.com/students.
First-Year 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 career counseling
- Resume and cover letter training and review
- 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, honors programs, etc.
- Networking resources

What is the best way to prepare for a summer job search?

- Review the 1L Handbook and the “Where to Start” materials on our website to begin the process of self-assessment, information gathering and career planning
- Create a legal resume and draft a cover letter that can be tailored to specific employers (use the resume and cover letter sections of the Handbook for help)
- Identify practice areas and practice settings of interest to you
- Begin networking by identifying individuals working in the practice areas and practice settings of interest to you (Loyola alums, alums of your undergrad, friends of your family, parents of your friends, etc.) and contacting them for informational interviews to learn more about what they do
- Make an appointment with your counselor to discuss your career goals and review your resume and cover letters
- Become familiar with Symplicity, our online job posting database, and check it regularly for posted opportunities (but bear in mind that most positions are filled by networking, rather than job postings)

How do I make an appointment with one of the Career Services counselors?

- Call the office at (312) 915-7160 OR email the office at law-career@luc.edu

What is Symplicity and how often should I check it?
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. Begin checking Symplicity periodically in November to get familiar with it.

How do I identify private practice law firms and corporations to contact about summer jobs?
Look at the following resources, which can be found in our office, online, or on our website:

- Symplicity job postings
- Chicago Area Law Firms With 4 or More Attorneys list (username: student, password: loyolaonline)
- Sullivan’s Law Directory (in CSO and law library)
- NALP Directory of Legal Employers at: www.nalpdirectory.com
Where do I look for a public interest or government job this summer?
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 on our website:

- Our website (www.luc.edu/law/career)
- Network with alumni who work in public interest – find them on LinkedIn
- Check Symplicity for public interest job postings
- Section 9 of this handbook - Public Service Career Planning
- Public Service Jobs Directory – PSJD.org
- University of Arizona Government Honors and Internship Handbook http://arizonahandbooks.com/u/Loyola (Password: career)
- List of Employers Who Hired 1Ls Last Year (included in this handbook)
- The Public Interest Law Initiative (PILI) at www.pili-law.org/index.html
- IllinoisProBono.org

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. Director of Experiential Learning, Josie Gough, administers the externship program and will send out an email early in the spring semester to inform you of these opportunities. Find information about judicial externships at http://www.luc.edu/law/career/externships.html. Opportunities with judges are occasionally posted on Symplicity, and students may also find placements through the American Bar Association, the Just the Beginning Foundation, or through personal contacts with members of the judiciary.

When should I be ready to send out resumes my first year?
After you have done your research on the types of employers you are interested in. There is a lot of work that goes into deciding where to apply long before you actually begin applying. Research the organizations you are interested in by reading the CSO’s website and the websites of the organizations you are interested in, and talking to your career counselor. Law firms, public interest organizations, government agencies, judges and corporations have various deadlines. Many deadlines for federal government hiring and public interest funding occur on December 1st. Most small and mid-size law firms hire in the spring semester. Some large law firms conduct 1L minority law student recruiting starting December 1st. Minority law students who are interested in working in large law firms should go to http://www.luc.edu/law/career/diversity_firms.html to learn about firms with 1L diversity scholarships/fellowships and be ready to email materials to those firms on December 1st or very soon thereafter.

What should I expect to be paid?
- Most small and medium law firms will pay you an hourly wage of between $10.00 and $20.00 per hour.
- Summer internships with public interest organizations and government agencies tend to not pay but offer great opportunities to gain valuable experience. See the funding ideas at http://www.luc.edu/law/career/pubint_funding.html.
- Corporations tend to pay a weekly salary.
First Year Job Search Timeline

October-November
- Schedule an individual appointment with your counselor
- Get familiar with the CSO website
- Read the 1L Career Services Handbook
- Attend CSO programs and workshops
- Use your Symplicity username and password to explore the Symplicity database
- Minority students – be aware of large law firm opportunities by reviewing them on CSO website and Symplicity
- Read all CSO emails, including the “CSO News” emails sent out each Monday
- Read the Law School Announcements emails
- Join Career Services groups on TWEN according to your interests
- Attend “Practice Tracks” – a city-wide program to become familiar with what lawyers do

December
- Register for the Midwest Public Interest Law Career Conference (http://mpilcc.uchicago.edu/). Research the employers who attend this event
- Meet with your counselor to review your resume and first cover letter
- Look for law firm invitations to attend receptions over the winter break
- If you plan to work outside of Chicago your first summer, get educated about that legal community and consider setting up meetings with networking contacts over winter break
- Pay attention to Government Honors & Internship Handbook deadlines for 1Ls

Winter Break
- Work on your resume and a first draft of a cover letter
- Contact individuals in your network (former employers, parents’ friends, friends’ parents) to gather information about legal practice areas, the job market, and to let them know you are looking
- Meet with your career counselor if you are in town

January
- Create a job search plan with your counselor if you didn’t get a chance to do so in December
- Select a writing sample and create a list of references for use in Spring interviews
- Continue to research the resources on the CSO website
- Apply to become a judicial extern for the summer or fall – attend info sessions

February
- Be aware of public interest employment deadlines for summer (see Public Interest webpage)
- Attend Midwest Public Interest Law Career Conference in Chicago
- Watch for law school clinic and research assistant opportunities in law school announcements and on Symplicity
- Begin to schedule out-of-town informational interviews for spring break

March
- Pay close attention to summer job application deadlines
- Register for Loyola’s Patent Law Interview Program (if have a background in engineering or the hard sciences)
Spring Break
- Contact people in your network to gather information about legal practice, the legal market and to discuss summer opportunities
- Schedule interviews for summer employment

April
- Attend CSO programs
- Register for job fairs – check job fairs web page on CSO website
- Try out for law journals and/or moot court – an excellent experience and good on a resume

Summer Break
- Continue to respond to Symplicity listings if you are still looking for a job
- Continue to register for job fairs
- Submit applications for on-campus interviews
- Read emails from CSO and our website to remain informed about second year job search information, and career services events and activities
- Update your resume and cover letter with your summer experience
- 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 client for whom you worked, (4) list of attorneys with whom you worked
- Research long-term career options and geographic areas
- Attend OCI prep programs and meet with your counselor to prepare for OCI interviews
GLOSSARY OF CAREER-RELATED TERMS

Externship – An attorney-supervised student internship for which academic credit is granted, which can be done during the school year or summer. Josie Gough administers the externship program, which includes opportunities in criminal, corporate, child law, health law, government, IP, entertainment/creative arts/sports law, professional responsibility, ADR, and judicial placements.

Fellowship – Funded opportunities to work in public interest organizations or in law schools while in law school or after you graduate. The range of practice areas and geographic locations are numerous.

Internship – A non-paid position, with no academic credit awarded, typically in government or public interest. Funding opportunities for internships may be available. See http://www.luc.edu/law/career/pubint_funding.html for more information.

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 interview opportunities 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 during the school year or the summer.

Mass Mailing/Targeted Mailing – A mass mailing is when 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 and sends a tailored cover letter and resume. For example, a student interested in family law would 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.

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 - a useful tool when looking for employment in other cities.

711 Law License – Under Illinois State Law, law students who have completed 43 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 at a government or non-profit agency.

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.
NETWORKING GUIDE

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 who 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 then 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?

**HOW TO NETWORK**

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 print directions. The same holds true with networking; you need to be prepared.

**Developing Your 15 Second “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 2017. I did a summer internship this past summer at the Office of the Public Guardian and now work at Schiller, DuCanto & Fleck. The internship allowed me to advocate on behalf of children in child protection cases. At Schiller, 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. As a family law attorney, what law school experiences do you feel helped you to prepare for your family law practice?*

**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 whom 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 goings-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 15-20 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 and find out about career paths that you did not know existed
- To help clarify, define, and re-define your interests and goals
- 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 informational 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

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). If someone has referred you to the person you are contacting, be sure to state that upfront.

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.”

How to Request an Informational Interview via Email

Example e-mail script:

Dear Ms. Jones:

I am a 1L 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 30 minutes for a brief meeting in your office or a phone call at your convenience, I would appreciate the opportunity to get your 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 3-4 days 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 words, 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:

- How did you become interested in this area of the law?
- What part of your job provides the most challenges?
- What changes have you seen in your practice area over the years?
- How do you acquire clients (if in private practice)?
- 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? How can I improve my experience and resume?
- 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 Send a 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.

ETIQUETTE AND OTHER CONSIDERATIONS
- Make at least five contacts 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.
- 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 you time and insights.

Best regards,

Susan Student
<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>PHONE/EMAIL</th>
<th>NOTES</th>
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<td>Ms. Kate Kelly</td>
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<td><a href="mailto:kkelly@legal.org">kkelly@legal.org</a></td>
<td>Send email on 12/2</td>
<td>Call to set up meeting.</td>
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<tr>
<td></td>
<td></td>
<td>312-555-0155</td>
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</tbody>
</table>
HOW TO WRITE A RESUME

See sample resumes behind the samples tab.
MARKET YOURSELF

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 skills you have acquired such as (1) leadership; (2) work ethic; (3) attention to detail; (4) teamwork; (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.”
- Length should not exceed one page, unless you have extensive pre-law experience that is relevant to the practice of law.
- 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.
- 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. When emailing multiple documents, put them all in one PDF before emailing them.
- When emailing your resume and other documents, label them clearly to make it easy for employers to find them later. Include your full name, name of document and date in the label.

RESUME FORMAT

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 a 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.
  o Example: Loyola University Chicago School of Law, Chicago, Illinois
    Juris Doctor Candidate, May 2019
• **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 2014). Also include your major, minor, or area of concentration.
• **Dean’s List** honors should include the time period (e.g. Fall 2015 or Fall 2015 – Fall 2016).
• **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.
• Use **active, not passive language** (See list of action verbs on the last page of this chapter).
• **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.
• 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 2015
• If you passed a bar exam but have not yet been formally admitted, state your status as follows:
  Passed July 2015 Illinois Bar Exam, To Be Sworn In November 2015

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

**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.
• Computer skills unless directly related to the job you seek.

**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 on the 5th Floor of Lewis Towers (not the law school registrar) 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**
Sample resumes are included in Section 6. Notice that each is different, yet each is correct. **Use these as 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.

<table>
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Sample Job Duty Phrases for Resumes

- Researched issues pertaining to pending motion to dismiss in complex civil litigation case
- Researched and drafted memoranda on discrete issues of law including … (piercing the corporate veil, 1933 Act securities regulations, CERCLA, etc.)
- Assisted in discovery including drafting deposition questions, interrogatories and requests for production of documents
- Drafted settlement letters in several cases involving breach of contract
- Drafted and edited articles of incorporation, by-laws and articles of merger for start-up technology companies
- Communicated with opposing counsel and clients in divorce and child custody cases
- Attended federal pre-trial conferences and court proceedings
- Attended depositions in commercial foreclosure proceedings
- Attended various client meetings regarding x, y, and z
- Drafted corporate resolutions and partnership agreements
- Drafted lease agreements
- Prepared due diligence for complex civil litigation case
- Researched and drafted bench memoranda, orders and opinions on various issues of criminal law, such as … (preliminary injunctions, order to produce documents, etc.)
- Reviewed motions, researched relevant case law, prepared summaries of legal arguments and assisted in preparation of court rulings
- Prepared and filed documents in (dependency and neglect proceedings, probate case)
- Conducted in-take interviews of prospective clients

Sample Accomplishment Statements for Resumes

- Drafted complaint in complex contract case involving dispute over multi-million dollar parcel of real estate
- Prepared settlement agreement to resolve $30,000 construction contract case between general contractor and property owner
- Drafted and edited successful motions to dismiss and motions for summary judgment defending claims for workers' compensation involving potential liability for permanent, total disability payments
- Investigated and developed factual basis for motion for restraining order for victim adopted by assistant district attorney in presenting case and relied on by court in issuing order
- Successfully represented indigent, Spanish-speaking woman from Columbia in all aspects of a two day asylum hearing before a federal immigration judge; client granted asylum as a result
- Wrote and edited a legal manual on domestic violence distributed to law enforcement officers and battered women’s shelters throughout the state
- Drafted speeches on x, y, and z delivered in committee and subcommittee meetings by Congressman
- Argued more than a dozen sentencing and bond reduction hearings for misdemeanor defendants resulting in favorable decisions by the court in all cases
- Obtained a sentence reduction for client in criminal case from one year to ninety days in jail
- Researched and drafted successful motion to suppress evidence in criminal case resulting in dismissal of several charges
- Drafted motion for partial summary judgment that was filed in case involving the Endangered Species Act resulting in the inclusion of a species of Colorado trout on the endangered species list
- Developed factual and legal premise to support dismissal of frivolous trespassing suit, saving client potential damages exceeding $10,000
Core Legal Skills Employers Seek in a Job Candidate

While legal positions vary greatly in scope and responsibility, there are several core legal skills that employers look for in a job candidate. Law students should aim to develop the following legal skills through coursework, clinical experience, externships and/or summer employment experience. Law students should showcase and be prepared to discuss these skills in a resume, cover letter and interview.

<table>
<thead>
<tr>
<th>Core Legal Skills Employers Seek</th>
<th>How Do I Showcase these Skills?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Written Communication Skills</strong></td>
<td>Demonstrate excellent writing skills in your cover letter by using proper grammar and writing in an organized and concise manner.</td>
</tr>
<tr>
<td>• Mastered the stylistic and mechanical aspects of legal writing and the fundamentals of English grammar</td>
<td>Include journal writing and/or mock trial experience in your resume.</td>
</tr>
<tr>
<td>• Learned proper legal citations (i.e. “blue booking”) and legal terms.</td>
<td>In your resume, provide examples of written projects. E.g. “Drafted brief in response to habeas corpus petition in narcotics case” and “drafted a stock and asset purchase agreement.”</td>
</tr>
<tr>
<td>• Experienced drafting legal documents such as motions, briefs, memorandums, discovery, resolutions, contracts and other agreements</td>
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</tr>
<tr>
<td><strong>Legal Research Skills</strong></td>
<td>Include journal writing and/or mock trial experience in your resume.</td>
</tr>
<tr>
<td>• Mastered legal research techniques</td>
<td>In your resume, provide examples of research projects. E.g. “Researched several legal issues including government immunity and personal jurisdiction” and “conducted legal research to determine the viability of potential claims.”</td>
</tr>
<tr>
<td>• Learned to locate and analyze legal authority</td>
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<tr>
<td>• Learned to interpret statutes</td>
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<tr>
<td><strong>Analytical Reasoning Skills</strong></td>
<td>Include journal writing, mock trial experience, motions, briefs, etc. in your resume.</td>
</tr>
<tr>
<td>• Experienced reviewing complex written documents, drawing inferences and making connections among legal authorities</td>
<td>Provide examples of projects that involve legal analysis. E.g. “Evaluated forensic victim interviews and evidence in preparation for hearings” and “summarized and analyzed medical records.”</td>
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<tr>
<td>• Learned to structure and evaluate arguments effectively</td>
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<tr>
<td><strong>Organizational Skills</strong></td>
<td>Provide examples of projects involving organization. E.g. “Assisted in trial-preparation by organizing exhibits, and preparing trial binders,” “gathered supporting documents including medical records and police reports” and “catalogued documents produced by defendants in discovery.”</td>
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<tr>
<td>• Experienced sorting large volumes of exhibits, documents, files, evidence, data and other information</td>
<td>Include experience using specific case management software (e.g. Relativity and CASE Interactive software).</td>
</tr>
<tr>
<td>• Experienced identifying objectives, case strategies and creating an effective organization structure from large amounts of information</td>
<td></td>
</tr>
<tr>
<td>• Experienced using technology applications that assist in managing case-related data</td>
<td></td>
</tr>
</tbody>
</table>
### Interpersonal Skills
- Conveys information in a clear and logical manner
- Actively listens
- Maintains a positive attitude

Showcase your interpersonal skills in the interview. For example, maintain eye contact, and speak in a clear and persuasive manner during your interview. Do a mock interview in advance, record your answers to interview questions and practice them aloud prior to interview.

### Teamwork Skills
- Learned to successfully interact with clients, opposing counsel, courts and government agencies to accomplish a task
- Coordinated and shared information and knowledge
- Collaborated with others to reach a common goal

Provide examples of working with various groups of individuals. E.g. “participated in trial strategy meetings” and “negotiated with local housing authorities on behalf of clients.”
HOW TO WRITE A COVER LETTER

See sample cover letters behind the samples tab.
INTRODUCTION

The purpose of a cover letter is to express 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 to which you are applying.

A good cover letter:
- describes all of the positive things you bring to a particular job;
- explains what you can do for the employer, not what the employer can do for you;
- 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;
- uses the same heading as on your resume;
- always includes a date;
- uses standard business letter format (see examples in this handbook);
- uses the correct employer name and contact name, 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;
- 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); and
- thanks the employer.

Address Your Cover Letter to a Person

Cover letters must be addressed to a particular person by name and title (Hiring Manager, Hiring Chair, Partner, Recruiting Coordinator). 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 easy to read and interesting, and illustrate the skills and talent you bring to the table.

SALUTATION

Your letter should be addressed to a specific person, and the salutation should be followed by a colon, not a comma.
- Dear Mr. Smith:

TRY TO KEEP YOUR LETTER TO THREE PARAGRAPHS

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.

Second paragraph should convince the employer that they should meet and hire you. Present your experience
and skills in detail 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.

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, without stating your name and what you want, at a minimum. For example
  “I am a first 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 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 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, cover letter and transcript to an employer, make sure to attach them all
in one PDF and label the PDF so the employer may easily find it at a later date e.g. Brian Smith
**Application Materials.pdf.** Also, make sure you sign the cover letter by cutting and pasting your signature into your on-line cover letter. In the body of the email, address the recipient as “Dear Mr. or Ms. and their last name and briefly state that you have attached a cover letter, resume and transcript for their review.

### TARGETED MAILINGS

Avoid the use of mass mailings or services that charge a fee to mass mail. 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.

Great cover letters are highly personalized to the employer you are contacting. A “personalized mailing” may sound like a contradiction in terms, but mailings can be personalized much more than is commonly thought, 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 always intended to return to Los Angeles after law school. Loyola’s excellence in litigation training drew me to the Midwest...*
WRITING SAMPLE GUIDELINES

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.
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. 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.

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

3. **Length & Cover Sheet** - Follow any guidelines the employer provides for the length (do not exceed the page limit). If no guidelines are provided, generally eight to twelve pages are appropriate. Ideally, provide an entire product (memo, brief, etc.). If you cannot provide an entire document due to length requirements, provide a portion of a memo or brief e.g. the introduction and analysis section so they can see your legal reasoning and include a cover sheet that includes your name, address, email address, and a short description of the issue or issues (see next page for example).

4. **Unedited** - Employers often request an unedited sample. This does not mean you have to use the original draft you turned in 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). Do not submit opinions you wrote for a judge and rarely submit law journal articles because they are heavily edited by someone else and are too long.

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** - 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.**
SUSAN M. STUDENT
411 E. Ohio Street, Apt. 1502, Chicago, IL 60611 • susan.m.student@gmail.com • 312.555.1123

WRITING SAMPLE

[EXAMPLE FOR AN OPEN MEMORANDUM]

Memorandum of Law in Opposition to Defendant’s Motion for Summary Judgment
Legal Writing II, Spring 20XX
Loyola University Chicago School of Law
[Date]

I wrote the attached memorandum as an assignment for Legal Writing II in the Spring of 20XX. I conducted the legal research and wrote the memorandum myself. For brevity, I omitted [the statement of facts, etc.]. The facts of the case involve [a young student who incurred injuries after a parent volunteer, unsupervised by school staff, spilled hot coffee on the student in the cafeteria…]

OR

[EXAMPLE FOR A CLOSED MEMORANDUM]

Research Memorandum
Legal Writing I, Fall 20XX
Loyola University Chicago School of Law
[Date]

I wrote the attached memorandum as an assignment for Legal Writing I in the Fall of 20XX. For brevity, I omitted [the statement of facts, etc.]. The facts of the case involve [______________]

OR

[EXAMPLE FOR WORK PRODUCT]

Memorandum in Response to Summary Judgment Motion
Condon & Cook
Summer Law Clerk
[Date]

I wrote the attached memorandum while a summer law clerk with Condon & Cook, a Chicago law firm, in 20XX. I conducted the legal research and wrote the memorandum myself. [The relevant parties have been redacted, and] for brevity, I have omitted [the statement of issues, statement of facts, etc.] The issues addressed involve [______________]. The law firm has authorized my use of this memorandum as a writing sample.
SAMPLE
JOB POSTINGS
RESUMES
COVER LETTERS &
LISTS OF REFERENCES

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.
Gould & Ratner, a corporate and business law firm in the Chicago loop is accepting applications from law students to work full-time during the summer and part-time during the school year.

Responsibilities include legal research and writing and court filings.

Please submit a resume and cover letter to: llawyer@gouldratner.com
Susan H. Student
640 S. Main Street • Chicago, IL 60611 • 312-555-5678 • sstudent@gmail.com

April 1, 2017

Larry Lawyer
Gould & Ratner LLP
222 North LaSalle, Suite 800
Chicago, IL  60601

Dear Mr. Lawyer:

I am writing to express my strong interest in the law clerk position at Gould & Ratner. I am a first-year law student at Loyola University Chicago School of Law. I am interested in Gould & Ratner because of its focus on corporate and business law.

As my resume illustrates, I have a strong background in legal research and writing. Prior to law school, I attended the University of Illinois, where I majored in English and was a Research Assistant to Professor Michael Smith for whom I conducted research on recent changes to the Illinois Code of Civil Procedure. My undergraduate coursework and debate experience required that I develop excellent research, writing and public speaking skills.

During my first semester of law school, I developed strong legal research and writing skills. In my legal writing class I wrote a ten page legal memorandum on a medical malpractice issue. My education and experience have honed my legal research and writing skills and confirmed my interest in practicing law. Based on my experience, education and enthusiasm, I am confident that I would be an asset to your firm.

I would welcome the opportunity to interview and learn more about your firm. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Signature

Susan H. Student
Susan H. 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 2019
• GPA: 3.39/4.0; Rank: 83/150
• Honors at Entrance Scholarship
• CALI Award for highest grade in Legal Writing I
• Phi Alpha Delta Legal Fraternity

University of Illinois, Champaign-Urbana, Urbana, IL
Bachelor of Arts in English, May 2016
• Member of Illinois Debate Team

EXPERIENCE

University of Illinois, Champaign-Urbana, IL
Research Assistant to Professor Michael Smith, October 2015 – May 2016
• Conducted research on recent changes to the Illinois Code of Civil Procedure
• Conducted fifty-state survey of how new rules of Civil Procedure are being implemented
• Drafted a report to assist Professor Smith with an article on changes to the Illinois Code of Civil Procedure for publication

Kent Associates/Paine Webber, Wilmette, IL
Administrative Assistant, March – August 2013
• 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, 2009 – 2012
• Managed office supply business and ensured quality and productivity
• Supervised and trained all staff
• Maintained inventory and accounting system

SKILLS
Conversant in Spanish
The Circuit Court of Cook County, Law Division is now accepting applications for students interested in summer externships. The Law Division hears civil suits for recovery of monetary damages in excess of $30,000 in the City of Chicago, and in excess of $100,000 in the suburban districts, as well as many types of administrative reviews. Cases heard include wrongful death, personal injury, medical malpractice, legal malpractice, product liability, commercial litigation, fraud, breach of contract, premises liability, and others.

Externs perform a variety of tasks, including legal research, the preparation of legal memoranda, document review, preparing draft orders, and observing and assisting with the trial process. Each extern works under the direct supervision of a Judge and, if applicable, the Judge’s Law Clerk.

Qualified candidates who have completed, at least, their first year of law school, should submit a cover letter and resume to Judge William D. Maddux, 50 W. Washington, Suite 2005, Chicago, IL 60602. Please send a hard copy of your resume. No email submissions will be accepted. Interviews will be conducted the last two weeks in April.
March 7, 2017

The Honorable William D. Maddux
Circuit Court of Cook County, Law Division
50 W. Washington, Suite 2005
Chicago, IL 60602

Dear Judge Maddux:

I am a first-year student at Loyola University Chicago School of Law and am interested in obtaining a judicial externship with the Circuit Court of Cook County, Law Division for the summer of 2017.

I believe my strong analytical, research, and writing skills would make me a valuable extern. During my first year at Loyola, I received a CALI Award for the highest grade in my legal writing section. In my legal writing course, I completed a research memorandum involving a medical malpractice claim and a trial level brief in support of a motion to dismiss in a domestic violence case. Prior to law school, I wrote for the University of Michigan newspaper where I honed my editing skills and attention to detail.

I am very interested in civil litigation, specifically personal injury law, and would value the opportunity to extern in the Law Division. I have enclosed my resume, unofficial transcript, and a brief writing sample. If you find that my qualifications meet your needs, I would be grateful for an opportunity to interview. Thank you for your consideration.

Sincerely,

Signature

Samuel F. Student
RESUME TO A JUDGE IN RESPONSE TO A JOB POSTING

Samuel F. Student
70 W. Orleans, Apt. 3 • Chicago, IL 60610 • 773-919-8523 • sstudent@luc.edu

EDUCATION

Loyola University Chicago School of Law, Chicago, IL
Juris Doctor, anticipated May 2019
Certificate in Advocacy, anticipated May 2019
GPA: 3.25/4.0 Rank: 72/190
  • Public Interest Law Reporter, Staff Member
  • Public Interest Law Society, Member
  • Women’s Law Society

The University of Michigan, Ann Arbor, MI
Bachelor of Arts in Journalism, May 2016
  • Graduated with departmental honors
  • Delta Gamma Fraternity, Vice President

Nottingham University, Nottingham, England
Junior Year Abroad, 2013–2014

EXPERIENCE

Michigan State’s Attorney’s Office, Sex Crimes Division, Lansing, MI
Legal Assistant, Summer 2016
  • Researched new victims’ rights statute
  • Communicated extensively with all Michigan’s State’s Attorney’s Offices regarding knowledge and use of the sex crimes statute
  • Compiled information based on these communications and prepared reports for use by the State’s Attorney
  • Attended court hearings

VOLUNTEER WORK

Big Brothers/Big Sisters, Detroit, MI
Big Brother, 2012–2014
  • Served as big brother to 10 year old boy for two years

LANGUAGES

Fluent in Italian and Spanish
FALL/SPRING/SUMMER LAW CLERK
Washington, DC
OCEANA, INC.
http://www.oceana.org

Job Description

The Oceana Legal Department seeks law clerks or externs who have an interest in ocean conservation or environmental law. The legal team brings strategic federal litigation to advance marine conservation goals (mainly under the Magnuson-Stevens Fishery Conservation and Management Act, the National Environmental Policy Act, the Endangered Species Act, and the Marine Mammal Protection Act) and supports Oceana’s policy and legislative initiatives. Oceana’s campaigns target dirty and destructive fishing practices and mercury pollution.

Law clerks may be asked to perform legal and factual research, review and analyze administrative records, draft research memoranda and legal documents, analyze legislation and help implement lobbying strategies, attend court and/or Congressional hearings, and participate in legal staff meetings. For more information about Oceana, please visit our website at http://www.oceana.org/.

Qualifications
Applicants should possess excellent research and writing skills, a solid academic record, the maturity to work with a team, strong work ethic, sense of initiative, and good judgment.

Salary

We currently have clerkship positions open for Summer 2016. Oceana encourages students in work-study programs or externship programs that provide credit to apply. A stipend will be provided to those who do not receive credit. Students who receive funding from their law school or other sources are also encouraged to apply.

Language(s): Spanish experience a plus.

Contact Information:
Ruth Aronoff
Oceana, Inc.
1350 Connecticut Ave. NW, 5th Floor
Washington, DC 20036
February 10, 2017

Ruth Aronoff
Oceana, Inc.
1350 Connecticut Ave. NW, 5th Floor
Washington, DC 20036

Dear Ms. Aronoff:

I am a first-year student at Loyola University Chicago School of Law, and I am interested in a law clerk position with the Oceana Legal Department for Summer 2017. I would like to dedicate my legal career to protecting the environment. I admire the work of the Oceana Legal Department and would like to assist in its mission of saving our oceans.

My research and writing skills coupled with my policy background will make me an effective advocate for ocean conservation. My legal research for Professor Smith, focusing on the Gulf coast oil spill, has reinforced the urgent need for regulation and policy change to prevent such devastation to our oceans in the future. Through this research, I have also become familiar with many of the federal laws relevant to Oceana’s work including: Magnuson-Stevens Fishery Conservation and Management Act, the National Environmental Policy Act, the Endangered Species Act, and the Marine Mammal Protection Act. I have also been exposed to the broader climate issues through my volunteer work at the Chicago Climate Exchange where I demonstrated initiative in creating publicity materials for the organization. Further, my policy experience as a legislative intern gave me insight into the legislative process and how to most effectively advocate for policy change.

I also have experience working as a team member and possess a strong work ethic as evidenced by my work as a store manager at the North Face. While managing a team of ten employees, I was able to set a sales record for the store. I look forward to bringing the same enthusiasm to the team at Oceana.

I have enclosed my resume for your review. I am work-study eligible and have also applied for independent funding. I look forward to discussing internship opportunities with Oceana.

Sincerely,

Signature

Samuel M. 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 2019
GPA: 3.10/4.0
- Public Interest Law Reporter, Staff Member
- Environmental Law Society, Co-President 2015-2016
- Rome Study Abroad Program, Summer 2017

Marquette University, Milwaukee, WI
Bachelor of Science in Biology, May 2016
- Graduated with departmental honors
- Semester at Sea Program, Spring 2014
- Delta Gamma Fraternity, Vice President

EXPERIENCE
Loyola University Chicago School of Law, Professor Smith, Chicago, IL
Legal Research Assistant, January 2017 – present
- Research environmental law issues including proposed regulatory reform post Gulf coast oil spill.
- Edit citation format and grammatical structure of articles for submission to legal journals.

Loyola University’s Health Justice Project, Chicago, IL
Client Advocate, January 2017 – present
- Conduct client intake interviews, utilize innovative problem-solving skills to address clients’ needs and compose letters to various professional and administrative personnel.

North Face, Chicago, IL
Assistant Manager, Summers 2014 and 2015
- Supervised a team of ten employees, managed inventory, and provided customer service in high-traffic store.
- Set sales record for the store during employment.

Senator Jane Doe’s Office, Washington, D.C.
Legislative Intern, June–September 2013
- Researched pending water regulation legislation.
- Responded to constituent concerns via phone and mail.

VOLUNTEER ACTIVITIES
Chicago Climate Exchange, Chicago, IL
Volunteer, Fall 2013
- Drafted press releases and filed documents.
- Responded to inquiries regarding the work of the Chicago Climate Exchange.
CHILDREN'S LAW CENTER – Chicago, Illinois

Legal Intern
http://www.childrenslawcenter.org

Job Description

Children’s Law Center (CLC) invites applications for legal intern to work with the Guardian ad Litem program to begin immediately.

Lawyers in our Guardian ad Litem program represent children who are the subject of abuse and neglect cases in Cook County Family Court. The Children’s Law Center works to give every child in Cook County a solid foundation of family, health and education. For more information, visit www.childrenslawcenter.org.

The legal intern will work in the GAL program and be responsible for researching, writing, and filing appeals arising from GAL cases. The legal intern will work closely on individual cases and on CLC’s policy initiatives to identify appropriate appellate action and to identify and analyze trends that occur regularly in our practice.

Qualifications

- Superior writing and research skills
- Demonstrated analytical ability and attention to detail
- Demonstrated commitment to working with low-income clients
- Intellectual aptitude and curiosity
- Persistence/diligence
- Prior experience in child welfare law a plus
- One year commitment required

Contact Information:

John Smith
Children’s Law Center
616 Madison St., Suite 300
Chicago, IL  60613
February 2, 2017

John Smith  
Children’s Law Center  
616 Madison St., Suite 300  
Chicago, IL 60613

Dear Mr. Smith:

I am a first-year law student at Loyola University Chicago School of Law, and I would like to be considered for the Legal Intern position at the Children’s Law Center for summer 2017. As my enclosed resume reflects, I have focused my education on children’s issues and am eager to advocate for children’s rights as a legal intern with the Children’s Law Center.

My child welfare experience as a social worker and coursework in Loyola’s Child Law program will make me a strong advocate for your clients. My first year legal writing course focused on children’s legal issues including juvenile delinquency and child protection cases. As a social worker prior to coming to law school, I served as a legal guardian to children and young adults in the Kentucky state foster care system. I testified on behalf of children in adoption proceedings and annual permanency reviews. In addition, I prepared and submitted documents for family court including affidavits, petitions, and bench warrants and advocated in court for placement decisions made on behalf of youth. Prior to college, I worked as a camp counselor where I developed rapport with children from diverse socio-economic backgrounds, which was helpful in working with my clients as a social worker.

I would welcome the opportunity to interview and learn more about the legal intern position. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Signature

Susan K. Student
GOVERNMENT AGENCY RESUME IN RESPONSE TO A JOB POSTING

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, anticipated May 2019
Certificate in Child and Family Law, expected May 2019
  • GPA: 3.54/4.0 Rank: Top 25%
  • Child Law Fellow

Northwestern University, Evanston, IL
Master of Social Work, May 2016
  • Research assistant to Professor Smith studying effects of urban violence on children

University of Kentucky, Lexington, KY
Bachelor of Science in Social Work, May 2014

EXPERIENCE
U.S. District Court, Northern District of Illinois, Chicago, IL
Extern to the Honorable Virginia M. Kendall, January – May 2017
  • Assisted law clerks in drafting opinions and orders for federal discrimination, employment, and criminal cases
  • Researched case law and legal issues for use in determining outcome of summary judgment and dismissal motions

Kentucky State Government, Louisville, KY
Social Service Worker I, January 2013 – August 2014
  • Served as legal guardian to children and young adults in the state foster care system
  • Testified on behalf of Cabinet for Health and Family Services in adoption proceedings and annual permanency reviews
  • Prepared and submitted documents to family court including: affidavits, petitions, and bench warrants
  • Advocated in court for placement decisions made on behalf of youth
  • Communicated regularly with the youths’ attorneys and managed a caseload of 17 youths
  • Coordinated services for youth regarding mental and physical health, education, and family relationships
  • Developed case plans to identify goals and objectives for various parties involved in each client’s case
  • Drafted quality assessment reports for each child biannually

Kentucky State Government, Shepherdsville, KY
Family Support Specialist I, May – December 2012
  • Conducted food stamp application and recertification interviews to determine client eligibility
  • Familiarized clients with employment opportunities, and referred clients to other assistance programs applicable to their specific needs

LANGUAGES
Conversant in Spanish
Laura M. Lewis
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 2020
GPA: 3.45/4.0; Rank: 20/60
Honors:  Dean’s List, Spring 2017
Awards:  CALI Award for Highest Grade in Torts and Contracts

University of Texas at Austin, Austin, TX
Bachelor of Science in Neuroscience, magna cum laude, May 2009
GPA: 3.90/4.0

EXPERIENCE

Chicago Department of Public Health, Chicago, IL
Communicable Disease Control Investigator, August 2009–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 2001–August 2008
Treatment Counselor, May 2000–August 2001
- 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 1999–April 2000
- Recruited, trained, supervised, and evaluated team of ten volunteers.
- Wrote and delivered lectures to area schools and civic groups on preventative health care issues.
March 2, 2017

Ms. Hollis Hanover  
Hiring Partner  
Copeland & Hanover, P.C.  
5555 State Street  
Chicago, IL 60606

Dear Ms. Hanover:

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 Copeland & Hanover, P.C.

During my first semester at Loyola, I developed excellent 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 memorandum 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 coursework 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 time management skills. I would welcome the opportunity to put these skills to work as a law clerk at Copeland & Hanover, P.C.

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,

Signature

Samantha Student
December 1, 2016

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

Dear Ms. Counsel:

I am writing to inquire about an internship position with the Rehabilitation Institute. I am a first year law student at Loyola University Chicago School of Law. We spoke briefly earlier this year 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 have enclosed 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 Chicago 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,

Signature

Stephen A. Student
March 15, 2017

Julia Garcia Wirth  
Deagle, Kieffer & Simhan LLP  
131 South Dearborn St., 30th Floor  
Chicago, IL 60603

Dear Ms. Wirth:

I am a first year law student at Loyola University Chicago School of Law with substantial prior work experience, and I am writing to express my interest in a law clerk position with Deagle, Kieffer & Simhan LLP. I will be available full-time during the summer of 2017. I believe that my scholastic achievements and prior work experience would make me a valuable addition to your team.

Throughout my first-year in law school, I have demonstrated my commitment to academic excellence. In addition to finishing in the top twenty percent of my class, I earned a CALI Award in Legal Writing I and II for having the highest grade in each class. Prior to law school, I spent four years in the software industry, during which I managed the implementation of cutting-edge medical software at a number of hospitals and clinics. As a project manager, I gained experience working on complex issues for clients individually and as part of a team.

These experiences helped me to develop a strong work ethic, excellent organizational skills, and a client service focus that would make me a valuable addition to your firm. I would appreciate an opportunity to interview with Deagle, Kieffer & Simhan. Enclosed please find a copy of my resume, writing sample, and law school transcript. Thank you for your time and consideration, and I hope to speak with you soon.

Sincerely,

Signature

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

August 27, 2017

John George
Tennant & Tate LLP
131 South Dearborn St., 30th Floor
Chicago, IL 60603

Dear Mr. George:

I am a second-year J.D./M.B.A. dual-degree student at Loyola University Chicago School of Law, and I write to request an interview with your firm. I am very interested in Tennant & Tate LLP because of its exceptionally strong Corporate and Financial Services practices, and I believe my internship at The Dow Chemical Company and my past business experience would make me an excellent match for the firm. Also, as illustrated in my enclosed resume and transcript, I am in the top fifteen percent of my class and recently became a member of the Vis International Arbitration Moot Team and the Loyola Consumer Law Review.

Prior to law school, I worked as an account manager for C.H. Robinson Worldwide, a Fortune 500 third-party logistics company. In this position, I co-managed a portfolio of over 70 customers and counseled clients on industry standards, rules and regulations, and the most cost-effective logistics solutions. I also have experience working for an international trade law firm as well as an immigration law firm. To explore my interest in international trade law, I took the April 2009 U.S. Customs Broker License exam. After passing this rigorous exam, which had a pass rate of only 12%, I became qualified to obtain my U.S. Customs Broker license.

Currently, I am working as an intern in the in-house legal department of The Dow Chemical Company, a Fortune 500 corporation. In this position, I work in a variety of areas including labor and employment law, finance law, mergers and acquisitions, contracts, litigation, and international trade and other international law. I believe the experience I have gained performing legal research, drafting memoranda, and reviewing and analyzing contracts would make me an excellent summer associate at Tennant & Tate next summer.

I would be very grateful for the opportunity to interview with your firm for a summer associate position. If you would like to inquire about the quality of my work, please call my current supervisor, Eric Blackhurst, Assistant General Counsel at Dow Chemical. He can be reached at (989) 638-6665. I look forward to hearing from you, and I hope to discuss the possibility of my employment with your firm. Thank you for your consideration.

Sincerely,

Signature

Susan K. Student
Stephen A. Student
500 N. Michigan Ave. • Apt. 3 • Chicago, IL 60601
312-555-0055 • stephen.student@hotmail.com

REFERENCES

Joan H. Burger
Meites, Frackman, Mulder, & Burger
208 S. LaSalle Street, Suite 1410
Chicago, IL 60604
312-263-0272
joan.burger@mfmb.com
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
ccooper@luc.edu
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
tceko@luc.edu
My clinical supervisor.

Joseph N. Sopovic
Sopovic and Associate, Advertising
1111 Baler Avenue, Suite 300
Kansas City, MO 64106
816-444-9999
jnsopovic@leoburnett.com
My supervising partner at Leo Burnett Co.
HOW TO FIND A JOB
&
INTERVIEWING ADVICE
Where Our Graduates Typically Work After Graduation

Private Practice Law Firms: 48% (a majority in small firms of between 2-25 attorneys)
Government Agencies: 14%
Business: 24%
Public Interest: 6%
Judicial Law Clerks: 6%
Academia and Military: 2%

Your First Summer Job

There are no formal on-campus interviewing opportunities for 1Ls. Most 1Ls find their jobs by contacting employers directly as the result of a job posting, through referral by contact or after doing research to find lawyers that practice in their area that interest. The format for interviews can vary considerably. The meeting may be brief or lengthy. The employer may request an initial phone interview or a 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 a lengthy interview in which you will meet with many different attorneys. When you schedule an interview, be sure to ask how much time you should block off and who you will be interviewing with. Then, be prepared for anything!

How to Find a Job in a Law Firm

Most 1Ls who work for law firms their first summer work in small and mid-size firms. If you are interested in working in a law firm your first summer, it is necessary to research the small and mid-size law firms in the city you hope to work. There are two ways to find a job with a small or mid-size firm during the spring semester of your first year: (1) by responding to a job posting or (2) by contacting law firms directly. Direct contact involves doing research to identify the law firms that do the type of work you want to do and sending them your application materials. Some small and mid-size firms post positions on Symplicity. Many others do not post positions but will consider you if you seek them out and send them your application materials directly. Law firms love it when students seek them out and express an interest in what the law firm does. If you write a compelling cover letter that describes well why you want to work for a particular firm, you are more likely to get interviewed and hired. Either way, it is your responsibility to find the small and mid-size law firms that may have opportunities and the best way to do that is to do your research early. To research small and mid-size law firms in the Chicago area, see:

- Symplicity: [https://law-luc-csm.symplicity.com/students/](https://law-luc-csm.symplicity.com/students/)
- The Chicago Area Four or More List [http://www.luc.edu/law/career/password/4_or_more.html](http://www.luc.edu/law/career/password/4_or_more.html)
- The Chicago Bar Association: [http://www.chicagobar.org/AM/Template.cfm](http://www.chicagobar.org/AM/Template.cfm)

Large Law Firms Hiring

Most large law firms do not hire first year law students. There are a few exceptions. To identify those that hire 1Ls, research each firm’s website and refer to the resources below. Some large firms conduct interviews during your second year through on-campus interviewing programs (OCI) or through city-wide job fairs. On-campus or job fair interviews are usually conducted by one or two attorneys from each employer. These interviews often lead to a second interview in the law firm’s office, referred to as a “call-back” interview, and interviewing well at the call-back can lead to an offer to work as a summer associate during your second summer. Summer associate opportunities can lead to an offer to join the law firm upon graduation. If a large law firm is where you want to work during your second summer, it is important to not only participate in OCI and job fairs but also directly contact large law firms because many of them do not participate in on-campus interview programs. To educate yourself about large law firms, see the following resources:
Public Interest Organizations
Public interest employers are looking for passionate candidates who know about the issue and/or population the organization serves. When interviewing with a public service organization, it is important to show your in-depth knowledge of and interest in what they do. 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. 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.

How to Find a Job in a Public Interest Organization
If a public interest organization is where you hope to work, talk to your career counselor, attend our public interest careers programs and check out the list of public interest organizations and other helpful resources on our Public Interest webpage at:

CSO Public Interest Webpage: [http://www.luc.edu/law/career/internal/public_interest.html](http://www.luc.edu/law/career/internal/public_interest.html)

Government Agencies & Public Policy Organizations
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 worked in the 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. 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.

How to Find a Job with a Government Agency or in Public Policy
If your passion is to work in government, talk to your career counselor, attend our government careers programs and research the list of government and public policy opportunities on our Government jobs webpage at:
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.

How to Find a Job With a Judge
CSO Judicial Clerkships Webpage: http://www.luc.edu/law/career/internal/judicial_clerkships.html

Corporations
There are hundreds of corporations in the Chicago metropolitan area that law students should consider working for while in law school. Many of them have legal departments and often hire law students to help out in the summer and throughout the school year. Corporations look for students who have strong research and writing skills and who have an interest in the business of the corporation. When interviewing with a corporation, you should be aware of any recent initiatives or new business the corporation has taken on. You can do this by reading local newspapers and Crain’s Chicago Business magazine.

How to Find a Job with a Corporation
To find corporations in the Chicago metropolitan area, see the following:
- CSO Corporate Webpage: http://www.luc.edu/law/career/practice_areas/corporate.html
- Corporate Counsel: http://www.corpcounsel.com/?slreturn=20140812153206
- Association of Corporate Counsel: http://www.acc.com/
- Inside Counsel: http://www.insidecounsel.com/
- Crain’s Book of Lists (hardcopy in CSO)
- Sullivan’s Law Directory (hardcopy in CSO)
HOW TO PREPARE FOR AN INTERVIEW

There are a number of steps that every student should take to maximize the career opportunities that interviews represent:

**A. Self-Assessment**

Be aware of your strengths so you can distinguish yourself from other candidates. Make a short list of three to five of your strongest selling points as it relates to the position you are interviewing for. Also, make sure you present concrete examples of academic or work experiences that highlight these strengths.

**B. Know your Resume and Writing Sample**

Be prepared to go into detail about every entry on your resume and provide easy-to-tell stories about every entry on your resume that will emphasize your skills and experience for the legal position you are seeking.

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.” Similarly, be prepared to briefly summarize the key legal issues involved in any pleadings, briefs, or judicial opinions you mention having drafted.

Review any papers or publications you included in your application, including your writing sample and 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.

**C. Research the Employer**

Research employers to highlight relevant skills and demonstrate how your credentials correspond with the position for which you are applying. Lack of knowledge about the firm is a common reason to not give a callback or an offer to an applicant.

- Review the firm or organization's web site prior to an interview to gain information about their practice areas, summer associate program, attorney demographics and latest press.

- Visit the National Association for Legal Career Professionals (NALP) website on the particular office of the firm at which you are interviewing to gain specific information about a particular office’s practice areas and attorney demographics. Many firms’ branch offices have statistics different from the headquarters.

- Talk to classmates and alumni who have worked at your target firm or organization about the interview process, the work environment, expectations and job responsibilities.

**D. Review Interview Questions**

Review several questions a prospective employer may ask you and prepare answers to each of these questions. The next section titled “Questions You May Be Asked” provides you with a variety of interview questions to
review.

E. Do a Mock Interview
Set aside time to meet with your career to prepare for your interviews. Your career counselor knows the types of questions employers typically ask and can get you ready for your interviews. Contact your career counselor a few days prior to your interview to schedule a mock interview.

F. Know Your Online Image
Prospective employers may conduct internet research to learn more about you than what you’ve shared through your application materials. It is important for you to maintain a professional online image. Do you have a profile on LinkedIn or Facebook? Do you have a personal website or blog? Does your content project a professional image?

G. 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. Most lawyers are conservative in how they present themselves so even if 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.

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

I. 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 restroom 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.

J. 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. Remain confident, energetic, and sincerely interested in the employer. They illustrate how you will present yourself as a lawyer.

**DOs AND DON’Ts OF THE INTERVIEW**

**DOs**
- Do make an appointment with the CSO for a mock interview before any interview.
- Do make sure you get the interviewer’s name right.
- Do turn off your cell phone.
- Do remain positive and enthusiastic throughout the interview
- 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 if you don’t receive one.
- Do ask for business cards of each person that you meet during the interview process. You will want to send a thank you letter following the interview.
- Do remain positive in all your responses. If questions arise regarding negative experiences, 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 minutes early for any scheduled interview.
- Don’t wear your hat, coat, gloves, backpack, sun glasses or rain gear into an interview.
- Don’t have anything in your mouth--no gum, candy, breath mints.
- Don’t lean on or put your elbows on the interviewer’s desk. Sit upright.
- Don’t show your nervousness by drumming your fingers, swinging your foot, cracking your knuckles, or twirling your pen. You should have no loose change in your pocket--most tend to jingle it when nervous.
- Don’t fiddle with your hair.
- Don’t call the recruiter “sir” or “ma’am” too much. They prefer Mr. or Ms.
- Don’t be a jokester. Have a sense of humor but let them crack the jokes.
- Don’t give one and two word answers. The recruiter is trying to get to know you.
- Don’t use profanity or slang, even if the recruiter does.
- Don’t lie about anything.
- Don’t criticize your present employer.
- 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 get irritated if there are interruptions during an interview. Maintain your composure and be prepared to remind the interviewer where you were in the conversation if they ask.

**ANSWERING COMMON INTERVIEW QUESTIONS**

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.

Practice Your Answers Out Loud: As you read through the questions below, stop to consider how you would answer each one – and then verbalize those answers out loud. You will find that “knowing what you think 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.

A. **“Why should we hire you?”** 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 your strengths, skills or and experience. 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.

B. **“Tell me something about yourself”** Employers are looking for a 60 second focused, concise statement that showcases your experience, career progress, major accomplishments, some of your best traits, and casts you in a positive light. A good answer includes some personal information (especially if it ties you to the geographic location of the employer or practice area) and your professional goals. For example: “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 in PriceWaterhouseCoopers’s tax group. My wife teaches 3rd grade at St. Athanasius in Evanston, so we live in Evanston now. I’m a 1L at Loyola, and I’m really enjoying it, especially my civil procedure class. I’m 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.”

C. Why are you interested in our firm/organization? Research the firm by going to the website and searching the internet and be able to articulate specifically what about the organization that interests you. Look for facts: specific practice areas, successes, clients, (successful completion of the merger between Client A and Client B).

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

E. What can I tell you about the firm? Applicants should have a list of 5-7 good questions just in case the first question from the employer is this one. Lead with something you know about the firm, e.g., “I know that you recently added an Intellectual Property group. What led to that decision?” This shows that you were interested enough in the employer to do some research to prepare for the interview.

F. Why did you go to law school? Employers are looking for answers that make sense, that add up, that show you have good judgment. They do not want to hear that you came to law school because you didn’t know what else to do with your life.

G. Where do you see yourself in five years? Interviewers want to know this because they want a better understanding of your overall goals for yourself and how the job is a part of that. That matters to them because they want to hire someone who will be excited about the job and where it will lead them, whether that’s to a higher-level position or just increased accomplishment or satisfaction. They want to know that you’re not just applying for jobs randomly and taking whatever you can get, because if you are, you’re more likely to get bored or leave as soon as something else comes along. By showing your interviewer how the job fits in with your overall goals, you can show that you’ll be excited to do the work and aren’t likely to leave prematurely. Here is one example of a good answer: “In five years, I’d love to have increased my skill level enough that I’m able to train others how to do this work. I love this work, and I’ve found that I really enjoy mentoring colleagues, so I’d be thrilled to be able to combine the two—continuing to work in a role like this one, but with a training or mentoring component to it.”

H. Do you think your grades are a good indication of what kind of lawyer you’ll be? No matter what your grades are, you need to go beyond grades to those profession/leadership/counseling/advocacy skills that are essential to good lawyering. If your grades are strong, don’t brag. Instead, go beyond your grades to talk about how much you have learned, the classes you have taken, and the experience you have gained. If your grades are weak, tell the interviewer the steps you have taken to improve your grades. Show that you have a plan and that you are looking forward to performing better in your future classes.

Behavioral Interviewing Questions
Behavioral interviews are based on the premise that a person's past performance on the job is the best predictor of future performance. When a company uses behavioral interviewing they want to know how you act and react in certain circumstances. They also want you to give specific "real life" examples of how you behaved in situations relating to the questions. Although it is difficult to predict which behavioral questions an employer might ask, below are examples of typical behavioral questions you may encounter:
1. **Tell me about a situation from past job that required you to exercise judgment.** Employers are interested in hearing about how you approach problem-solving and whether your approach is logical and analytical. There is no “right” answer. To prepare for this question, think about a situation that you have faced in your past that required thinking logically through an issue.

2. **In law school, how do you approach a problem for which there appears to be no definitive answer?** Employers are interested in hearing how you analyze a problem or issue. Show that you are thoughtful and methodical in your approach.

3. **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 supervisors together to discuss priorities. An answer like, “Stay up all night and all day and multi-task until they’re both done” is not good.

4. **Tell me about your last big mistake. How did you handle it?** Discuss the mistake and the steps you took to overcome and learn from it.

5. **What is your biggest weakness?** Employers are looking for a fairly minor weakness that won’t interfere with your job performance and is correctable. Perhaps, less than stellar public speaking skills, which you plan to get better at while in law school through advocacy classes. Some jobs don’t require a lot of public speaking so this can be a somewhat safe weakness.

6. **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.

7. **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.

8. **Describe a situation where you failed to reach a goal?** Interviewers try to determine how you deal with adversity and see if you have a need to win every time. Identify a situation where you had to adjust your sights and, if possible, go back to succeed at a later date. Succeeding, however, is not as important as your demonstration of an ability to deal with tough times and make adjustments.

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**ADDITIONAL QUESTIONS YOU COULD BE ASKED**

**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 your career goals?
• If you couldn’t be a lawyer, what else would you be and why?

Law School
• 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?
• Why aren’t you on law journal/moot court?
• Have you been happy with your grades in law school?
• 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 the call of duty in a job.
• Tell me about a time you voluntarily took on a leadership role 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?
• 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?
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
- 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?

Handling Inappropriate or Discriminatory Questions
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.
QUESTIONS TO ASK EMPLOYERS

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.
- Questions you ask should differ depending on the type of job you are interviewing for.
- **First and second year part-time jobs:**
  - If you are interviewing for a part-time job during your first year 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.
- **Summer Associate and Post-graduate employment:** 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.

**Law Firm/Corporation Questions**

- What is the law firm/corporation looking for in the ideal candidate?
- I noticed on the firm/corporation’s website that you have been at the firm/organization for over x years. How did you select the firm/corporation and your specific practice area?
- Your attorneys practice in a wide range of areas. Is there a specific area of practice that you would like your law clerks to help out with during the summer?
- I noticed you have served on a number of boards over the years. I currently volunteer for x organization and am curious whether you firm/organization encourages its attorneys to become involved with their community.
- You have been with the corporation/firm for x years. What have you enjoyed most about working here?
- I am interested in the various practice areas your firm engages in including x, y and z. I am curious how projects are typically assigned to law clerks/interns?
- I appreciate feedback on my work so I can continue to improve. Can you tell me how your firm/corporation provides feedback on assignments?
- 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?
- I am very interested in the Women’s Leadership Initiative and Mentorship Programs, how would an associate become involved with these groups?
- I noticed that the firm/corporation is frequently recognized for LGBT equality, which is a true passion of mine. That do you do as a firm or individually to further LGBT rights?
• What type of work should I expect to do?
• What types of legal writing assignments will I be given?
• Will I have the chance to attend a client meeting or deposition?
• Will I have a chance to go to court to assist the attorneys or to observe a trial? (if the firm does litigation)
• What does the firm do to train younger lawyers to develop business?
• Tell me about your most interesting current or major cases/transactions.
• I noticed on your web site that _____ is one of your clients. What type of work do you do for them?

Public Interest/Government Questions
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?
• Public Interest: How is the organization funded?
• Government: What is the hierarchy that this position reports to?
• What types of claims or cases do you deal with most often?
• How do clients/cases come to the organization?
• How does the organization determine which clients/cases it 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?
AFTER THE INTERVIEW
AFTER THE INTERVIEW

Send a Thank-You Card or Email
Immediately after the interview, write to or email the person or persons who interviewed you. Remember to get a business card from them so you know where to send the thank you letter/card. Include references to details of your visit in the letter. Send the letter as soon as possible after the interview.

Handwritten thank you cards (if you have legible handwriting) are nice but if you have been communicating with the employer/interviewer by email throughout the interview process, email is also appropriate for a thank you. However, because of the natural tendency to be more casual in emails, 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 (7-10 days) call to ask about the status of their deliberations. When you receive an offer, thank them and inquire as to when they need a decision.

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.

Respond To Job Offers Appropriately/How To Handle Multiple Offers
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. Also, don’t except a job offer and then revoke it after you receive a second offer from a different employer. Revoking offers makes you and Loyola look bad.

Contact your career counselor if you have questions about job offers.
THANK YOU LETTER, CARD OR EMAIL 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

NOTE: The above letter OR an email should be sent after visiting an employer’s office. After callback interviews, you should email a thank you to each person who interviewed you as soon as possible. Proofread all emails very carefully.
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,

Your name
PUBLIC INTEREST CAREER PLANNING

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INTRODUCTION

Public Service is a very broad term – it encompasses a variety of practice areas and practice settings. In general, the practice settings include government and non-profit. The practice areas span civil and criminal law, 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, like the Cook County State’s Attorney’s Office, an internship (volunteer) or externship (for academic credit) with them is essential to getting an interview for a postgraduate position.

- Choose co-curricular activities that enhance your resume to public service employers, such as work in a clinic or externship, relevant journals and publications, other substantive writing and 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.

- Many offices will not post openings – they rely upon students to do the research and apply if they are interested. You can find out about hiring practices via the organizations’ websites, speaking with students who have worked there or speaking with your counselor.
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: https://www.psjd.org/deadlines_calendar (You’ll need to log into PSJD in order to view their fellowship listings. Students register individually on their website and create their own username and password.)

The PSJD 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.

Available: http://arizonahandbooks.com/u/loyola
Password: career

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, D.C. area.

ONLINE RESOURCES

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 in mid-October.

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 Jobs Directory (PSJD)
www.psjd.org
This is a searchable nationwide database of public service opportunities including paid and unpaid student internships, postgraduate fellowships, and postgraduate jobs. Select the Job Seeker link near the top of the page 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.

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

PRINT RESOURCES

**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.*

**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 43 credit hours have been completed 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 Illinois public interest organizations selected by the PILI board. A PILI Intern (1L or 2L) receives a $5,500 stipend for ten weeks of full time summer work and participates in weekly educational programs. Information on how to apply is available on their website, www.pili.org. 2L and 3L students should apply in mid-October and 1L students should apply in December to assure consideration, although the final deadline is early March. Limited school year internships are also available.

PILI also has a Fellows program for law graduates who accepted offers with law firms that allow them to work at a PILI approved agency while studying for the bar.

**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.

**Explore the Possibilities: Pro Bono and Public Interest Law Placements**
*Late September*
Held annually at Chicago–Kent School of Law, this program is for Chicago area law students and recent graduates interested in learning more about placements as volunteers, interns or externs, or fellows at public interest law organizations.

**Equal Justice Works Career Fair & Conference – Washington, DC**
*Late October*

**Pro Bono Week**
*Late October*
The ABA Standing Committee on Pro Bono and Public Service sponsors Pro Bono Week each year near the end of October. The Celebration is a coordinated national effort to meet the ever-growing needs of this country’s most vulnerable citizens by encouraging and supporting local efforts to expand the delivery of pro bono legal services, and by showcasing the great difference that pro bono lawyers make to the nation, its system of justice, its communities and, most of all, to the clients they serve.

**Meet the Public Service Organizations Reception**
*Late October/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.
Practice Tracks

November
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. Excellent for exploring both private sector and public service career options.

Judicial Externship Info Sessions

Late January
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. Specific dates will be publicized in Law School Announcements.

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.

PILS Auction

Mid-February
A fundraiser for the Public Interest Law Society, the proceeds of this event go to support PILS Summer Fellowships for Loyola students.

PUBLIC INTEREST LAW CERTIFICATE

In response to student demand, Loyola created a Public Interest Law Certificate. Students who participate in 30 hours of volunteer/pro bono work, complete a qualifying externship or clinic, enroll in four of the required courses and receive a minimum of a 3.0 in those courses, and enroll in the Public Interest Law Seminar are eligible for a Public Interest Law Certificate upon graduation.

LOAN REPAYMENT ASSISTANCE PROGRAM (LRAP)

For our alumni working in public interest, Loyola offers a loan repayment assistance program. To learn more about Loyola’s LRAP program, please visit http://www.luc.edu/law/admission/financial_aid/lrap.html

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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<td>Huff, Brian</td>
<td>Office of the Cook County Public Defender, Legal Resources Division</td>
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<td>Jablon, Alexis</td>
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<td>Kauth, Colleen</td>
<td>U.S. Department of Education, Office of Civil Rights; Research Assistant for Professor Ho</td>
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