

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL  
WASHINGTON DC

Career Development Office Resource Library  
**ANNOTATED BIBLIOGRAPHY**

2009-2010



The George Washington University Law School

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## RESOURCES

The CDO Resource Library is available to GW Law School students, graduates, prospective students, and reciprocity recipients. The “Annotated Bibliography” is a listing of the available resources. It is updated annually and published each school year. Resources are continually added relating to specific practice areas, geographic locations, and types of employers.

While the CDO Library houses a comprehensive collection of law-related career resources, there may be some specialized resources you will need to obtain through Gelman Library or Inter-Library loan sources. Additional sources for job postings and other resources are available on the CDO website under Internet Job Search Resources.

For students searching for jobs in other geographic areas, it may be advantageous to use the resources and job listings at a law school career services office in your preferred region. Requests for reciprocity must come from the CDO, not from individuals, and most schools require reciprocity students to be on-site to view job listings. Please ask the Resource Librarian to request reciprocity for you well in advance of your visit. Please note that reciprocity is not available between July 15 and November 15 and is generally not available to first year law students.

## NAVIGATING THE RESOURCE LIBRARY

In the Resource Library, publications are arranged by categories alphabetically. Each category is numbered according to its shelf location for ease of finding and returning (See [\*Welcome to the CDO Resource Library\*](#) charts posted in the library). The materials below are listed in alphabetical order within each category. **You can also search materials by shelf or alphabetically or by author by using the Annotated Bibliography’s supplemental Excel database, located on the Resource Library computers.**

## CATEGORIES

<b>ALT</b> -Alternative Careers	<b>INT’L</b> -International
<b>ALP</b> -Assorted Legal Practice Areas	<b>IP</b> -Intellectual Property
<b>BAR E/R</b> -Bar Exam and Bar Review	<b>JUD</b> -Judicial
<b>CORP</b> -Corporate	<b>OD</b> -Organization Directories
<b>CRIM</b> -Criminal Law	<b>PI</b> -Public Interest
<b>DIV</b> -Diversity	<b>PUB</b> -Publications
<b>EMS</b> -Entertainment/Media/Sports	<b>RD</b> -Reference Desk
<b>ENV</b> -Environmental	<b>REF</b> -General Reference
<b>FED</b> -Federal Government	<b>S/L</b> -Government State/Local
<b>FIRMS</b> -Law Firms	<b>TD</b> -Telephone Directories
<b>GEN</b> - General Career Planning	
<b>GEOG</b> -Geographic Area Specific	
<b>GRAD/SA</b> -Graduate Program/Study Abroad	

# LIBRARY RESOURCES

## **Shelf 2 – General Career Planning**

### **The 110 Biggest Mistakes Job Hunters Make (and How to Avoid Them)**

Author: Richard L. Hermann and Linda P. Sutherland

This book presents job hunting tactics with a focus on resume preparation and interview techniques. It also contains a bibliography of over 230 job sources.

### **Adams Cover Letter Almanac**

Author: Adams Media Corporation

Based on professionally written cover letters that have actually landed jobs, this Almanac contains 600 sample letters for every situation.

### **America's Top Resumes for America's Top Jobs**

Author: Michael Farr and Louise M. Kursmark

This book contains 381 resumes. It has attempted to include sample resumes for all major careers.

### **Building Career Connections: Networking Tools for Law Students and New Lawyers**

Author: Donna Gerson

Tools for networking are explained and explored, including identifying sources, socializing with confidence, and conducting interviews.

### **Career Success for People with Physical Disabilities**

Author: Sharon F. Kissane

This book demonstrates how to plan and prepare for career success regardless of physical challenges.

### **Competency-Based Resumes: How to Bring Your Resume to the Top of the Pile**

Author: Robin Kessler and Linda A. Strasburg

Information to help you tailor your resume, interviewing techniques, and even your thank-you letters to meet the specific needs and requirements of a particular organization.

### **Conquer Interview Objections**

Author: Robert F. Wilson and Erik H. Rambusch

This book discusses how to discover an interviewer's style and how to tailor responses to make the best impression with each type of interviewer.

### **Cover Letters that Knock 'Em Dead**

Author: Martin Yate

Includes many examples of successful cover letters for a variety of occupations as well as information on electronic cover letters and online job searching.

### **The Damn Good Resume Guide: A Crash Course in Resume Writing**

Author: Yana Parker

This handbook provides sample resumes as well as advice on how to present your job history, education, and skills in an effective manner.

### **Do What You Love, The Money Will Follow: Discovering Your Right Livelihood**

Author: Marsha Sinetar

A step-by-step guide to finding the work that expresses and fulfills your needs, talents, and passions.

### **Dynamite Salary Negotiations: Know What You're Worth and Get It!**

Author: Ron and Caryl Krannich

This book will assist the job seeker in acquiring salary information and figuring out his/her worth, responding to applications that request a salary history, avoiding salary mistakes, and negotiating a higher salary and terms of employment.

### **Electronic Resumes and Online Networking**

Author: Rebecca Smith

Provides information on how to master the Internet as an effective resume-networking tool to target employers and their hiring needs, identify key skills needed to fill these jobs, keep up with professional discussion forums, virtual communities; create the perfect electronic resume, etc.

### **Entry-Level Life: A Complete Guide to Masquerading as a Member of the Real World**

Author: Dan Zevin

Everything you need to know about how to survive your twenties without losing your sense of humor. A guide for those who have found out that the post-collegiate years are somewhat more challenging than previously thought.

### **The Essential Book of Interviewing**

Author: Arnold B. Kanter

Written by a legal recruiter, this is a look at interviewing from both sides of the table with an emphasis on understanding the perspective of the interviewer.

### **Ethics for Dummies: How to Avoid Disbarment, Poverty, and Shame**

Author: Virginia CLE/Virginia Law Foundation

Information and guidelines on ethical issues in the attorney-client relationship, ethics of the business of law practice, and the art of practicing law.

### **Federal Resume Guidebook**

Author: Kathryn Kraemer Troutman

How to write a winning federal resume to get in, get promoted, and survive in a government career. Dozens of federal resume examples, how to write effective Knowledge, Skills, and Abilities (KSA) statements, electronic submission tips, career development and survival strategies for all federal jobs and levels.

**Finding a Job in the United States**

Author: Joan E. Friedenberg and Curtis H. Bradley

This book contains special information about American job customs and laws and practices related to immigration regulations and discrimination.

**The First Five Minutes: How to Make a Great Impression in Any Business Situation**

Author: Mary Mitchell and John Corr

The first five minutes of each and every encounter – from job interviews to sales calls to social gatherings – are crucial to your professional success. This book gives you all the techniques, skills, and confidence you need to present yourself positively, dynamically, and effectively.

**Free and Inexpensive Career Materials: A Resource Directory**

Author: Ferguson Publishing Co.

A source of career information for librarians and career counselors. More than 750 organizations and associations that provide free and inexpensive career and career-related information are listed in this directory. It is designed to help individuals plan their careers as well as aid those who guide them.

**Getting to Yes: Negotiating Agreement without Giving In**

Author: Roger Fisher, William Ury and Bruce Patton

This book offers strategies for coming to mutually acceptable agreements in every sort of conflict. Based on the work of the Harvard Negotiation Project, a group that deals continually with all levels of negotiation and conflict resolution from domestic to business to international.

**The Global Resume and CV Guide**

Author: Mary Anne Thompson

This book provides information on 40 different countries, including the US, regarding work permit/visa requirements, interviewing, and cultural advice.

**101 Great Answers to the Toughest Interview Questions**

Author: Ron Fry

This book describes techniques for understanding what the interviewer is trying to get at with every question he/she asks. Possible interview questions are grouped by chapter to cover the full range of possible interview topics – everything from “Why are you thinking of leaving your current job?” to “When can you start?”

**Got What It Takes?**

Author: Bill Boggs

This book describes influences and decisions in the careers of successful, well-known individuals.

**Guide to Internet Job Search**

Author: Margaret Riley Dikel and Frances E. Roehm

This guide shows you how to target the most interesting jobs in the most promising companies and apply for those jobs with confidence – online or on paper. Aims to make your Internet job search streamlined, efficient, and effective.

### **175 High-Impact Cover Letters**

Author: Richard H. Beatty

This book provides five different types of cover letters, including employer broadcast letters, search firm broadcast letters, advertising response letters, networking cover letters, and the increasingly popular resume letters.

### **High-Impact Interview Questions**

Author: Victoria A. Hoevemeyer

A resource intended to help employers think of behavior-based interview questions to find the best candidate. The book contains 701 questions designed to reveal many different skills such as communication, conflict management, initiative, problem solving.

### **Hook Up, Get Hired! The Internet Job Search Revolution**

Author: Joyce Lain Kennedy

This book describes methods on how to expand the job search and reach more potential employers. The focus is on how to look for jobs and market resumes through electronic mailing lists, news groups, and bulletin boards. There is also a section describing the experiences of people who have found jobs via the Internet.

### **How to Say It: Choice Words, Phrases, Sentences and Paragraphs for Every Situation**

Author: Rosalie Maggio

This resource book helps you compose well-written, effective letters in minutes for virtually every business and personal situation. It is organized into 40 topics and includes a thesaurus section.

### **How to Work a Room: The Ultimate Guide to Savvy Socializing in Person and Online**

Author: Susan RoAne

This book offers practical tools for networking, socializing, and building relationships. The author outlines how to socialize in any setting, including the rules of conversation and general etiquette.

### **Information Interviewing: How to Tap Your Hidden Job Market**

Author: Martha Stoodley

This resource introduces information interviewing as a method of career exploration and a way of discovering jobs that are not publicly advertised.

### **Interviewing and Salary Negotiation: For Job Hunters, Career Changers, Consultants and Freelancers**

Author: Kate Wendleton

This reference book teaches you how to gain more power in the job interview, find out who your competitors are, and how you stack up. Use the follow-up checklist to turn interviews into offers, communicate effectively during salary negotiation, and start out on the right foot in your new job.

## **It's Who You Know! How to Make the Right Business Connections – and Make Them Pay Off**

Author: Bret Saxon and Elliot Goldman

This book offers advice on how to make contact with people and expand those contacts into viable networking opportunities.

## **The Job Hunting Handbook**

Author: Harry Dahlstrom

A general job search handbook with information on the job market, ways to find openings, employment agencies, interviewing, and writing a resume.

## **Job Search Handbook for People with Disabilities**

Author: Dr. Daniel J. Ryan

The goal of this book is to prepare people to best represent themselves to potential employers, and to reassure employers of the potential employee's capability as a worker. It includes chronological resumes, communication skills, curiosity about disability from recruiter/interviewer.

## **The Job Search Organizer: Everything You Need to Get Anywhere You Want**

Author: Jack O'Brien

Designed to coach you through the job search process, this book helps you to plan a strategy for a well thought-out and organized job search.

## **Knock 'Em Dead 2004: Great Answers to Over 200 Tough Interview Questions**

Author: Martin Yate

Reference guide to tough interview questions and how to address them – insider information on the answers you need to impress interviewers and convince them that you are the best candidate for the position. Tips also available on electronic job search strategies.

## **The Lawyer's Guide to Job Surfing on the Internet**

Author: Career Education Institutes

Offers web pages of interest to legal job searchers. Web pages include: general resources, researching law firms, government resources, lawyer position links, law schools on the net, public interest on the net, non-traditional employers, international positions on the net, generic resources, international organizations, and resources and sites by geographic area.

## **Lessons from a Headhunter with Heart: Spiritual and Practical Keys to Navigating (and Surviving!) Job Change**

Author: Patricia A. Comeford and Gina Sauer

Insights provided by a headhunter in helping you achieve your career goals. This book aims to help you honestly assess what you really want from a job, knock down barriers that keep you from your true life's work, and chart a realistic course to career satisfaction.

### **Mastering the Job Interview and Winning the Money Game**

Author: Kate Wendleton

This book offers advice on how to ace interviews, how to turn interviews into job offers and maximize salary potential.

### **Networking Made Easy**

Author: Patty Marler and Jan Bailey Mattia

This book shows you how to network like a pro, overcome your anxieties, and make the contacts that build careers.

### **The Networking Survival Guide: Get the Success You Want by Tapping into the People You Know**

Author: Diane Darling

This book teaches how to make networking your most direct path to success with tips such as how to overcome shyness, how to network online, and how to form a strategic plan to reach your goals.

### **Packaging Yourself: The Targeted Resume**

Author: Kate Wendleton

This book teaches how to write a targeted resume specific to any employer and also offers many example resumes to aid in drafting resumes.

### **Perspectives on Career Services**

Author: NALP

This book offers many varied perspectives provided by individual career services professionals, not intended to give the only right answers to questions about law school career services, but to represent the multiplicity and diversity of this varied field of the people who make it so enriching for students and colleagues alike.

### **Professional's Job Finder**

Author: Daniel Lauber

This book lists over 3,000 sources for finding private sector job vacancies and getting hired.

### **The Promotable Woman: 10 Essential Skills for the New Millennium**

Author: Norma Carr-Ruffino

This book presents a detailed plan for developing solid leadership skills in order to overcome career obstacles and stereotypes and get ahead in business.

### **Report from the Front Lines: Job Hunters & Career Coaches Tell You How to Have a Successful Search**

Author: David Madison, Ph.D.

This book offers professional advice from career coaches on job search techniques and how to utilize available resources and also gives reports on job hunters who have successfully pulled off dramatic career changes.

**Resumes for Law Careers**

Author: VGM Career Horizons

This practical, up-to-date guide identifies the essential ingredients of a successful resume for the legal field. Sample resumes for the experienced attorney.

**Resumes That Knock 'Em Dead**

Author: Martin Yate

This book has been the best-selling resume guide for ten years. Includes examples for all types of careers and information on electronic resumes and online job searching.

**The Smart Woman's Guide to Interviewing and Salary Negotiation**

Author: Julie Adair King

This book teaches women how to shine in job interviews and how to negotiate the best possible salary once the job is offered. It also discusses how to negotiate a higher salary at the present job.

**The Smart Woman's Guide to Starting a Business**

Author: Vickie L. Montgomery

This book offers practical advice and insight for any woman interested in starting a business.

**Shortcut Your Job Search: The Best Ways to Get Meetings**

Author: Kate Wendleton

This book offers advice on how to find out who you should be talking to and how to get meetings with these contacts, informational and networking interviewing, and how to market yourself.

**Sweaty Palms: The Neglected Art of Being Interviewed**

Author: H. Anthony Medley

Sweaty Palms has long been the book job-hunters turn to when they need to prepare for a job interview. This edition presents job interviewing techniques tailored to the business world.

**Vault Guide to Law Resumes**

Author: Brook Moshan

Guide to writing law resumes. Also available at Vault.com. Access the link by visiting [www.law.gwu.edu/cdo](http://www.law.gwu.edu/cdo), click on "Information for Students," then on "Internet Links," then click "Vault Career Library" and then "Get Your Password Now" to obtain a free 24 hour password using your law school email.

**Targeting a Great Career**

Author: Kate Wendleton

This book helps to develop job targets, discover new opportunities one might not have thought of before and planning and organizing a job-search campaign.

**Vault Guide to Resumes, Cover Letters and Interviews**

Author: Howard Leifman, Marcy Lerner and Vault Staff

Guide to writing resumes, cover letters and how to prepare for interviews. Also available at Vault.com. Access the link by visiting [www.law.gwu.edu/cdo](http://www.law.gwu.edu/cdo), click on "Information for

Students,” then on “Internet Links,” then click “Vault Career Library” and then “Get Your Password Now” to obtain a free 24 hour password using your law school email.

### **What’s Your Type of Career? Unlock the Secrets of Your Personality to Find Your Career Path**

Author: Donna Dunning

This book will help readers understand themselves and make authentic career choices that build on their strengths, skills, preferences, and values.

### **Who Moved My Cheese?**

Author: Spencer Johnson

The book tells a simple story about how mice find cheese in a maze, but is really meant as a metaphor about anticipating and adapting to change in life and at work. The book is recommended reading for many professionals.

## **Shelf 3 – General Reference**

### **Basic Facts About the United Nations**

Author: United Nations, Dept. of Public Information

This publication takes note of the many changes that are taking place, changes that are essential to ensure the Organization’s continuing relevance and viability as the centerpiece of the international community. It describes the work of the UN system and provides a blueprint of UN concerns, problems and determined efforts to find solutions.

### **Black’s Law Dictionary**

Author: Bryan A. Garner

Dictionary of legal terminology.

### **The Bluebook: A Uniform System of Citation**

Author: Harvard Law Review Association

A manual for proper legal citation for law review articles.

### **Burton’s Legal Thesaurus**

Author: William C. Burton

A thesaurus for legal documents.

### **The Concise Roget’s International Thesaurus**

Author: Barbara Ann Kipfer (editor)

A standard thesaurus of more than 230,000 words and phrases in 1,075 categories for writing and organizing papers, resumes, and cover letters.

### **Directory of Expert Witnesses & Consultants – Mid-Atlantic**

Author: NLJ, ALM, Legal Times, The Legal Intelligencer

This edition contains more experts, in-depth resumes, an expanded index and web access.

**Disorder in the Court: Legal Laughs, Court Jests and Just Jokes Culled From the Nation's Justice System**

Author: National Court Reporters Association

This book contains hundreds of funny misquotes and slip-ups taken from verbatim transcripts of court proceedings.

**Excellence in the Workplace: Legal and Life Skills in a Nutshell (2 copies)**

Author: Kay Kavanagh and Paula Nailon

A succinct exposition of the law to which a student or lawyer can turn for reliable guidance, written by outstanding authorities and recognized experts.

**Information Please Almanac**

Author: Borgna Brunner (editor)

This almanac contains information/facts on current events, news makers, U.S. cities, people, and education.

**Law and Legal Information Directory**

Author: Thomson Gale Publishers

This directory describes organizations, services, programs, and other sources with information about the legal field. Examples include associations, awards and prizes, consultants, corporation departments of states/provinces, libraries, lawyer referral services, public defender offices, state bar requirements, law schools and much more.

**Law, Law, Law on the Internet: The Best Legal Websites and More**

Author: Erik J. Heels and Richard P. Klau

This book is a catalogue of important, reliable, and influential law-related sites.

**The Lawyer's Advisor: Maxims and Precepts for Lawyers, Students and Clients**

Author: James Moss

Explains the code of ethics in a law firm and tips for clients, law students and lawyers to use to discover the advantages professors don't teach.

**The Lawyer's Almanac: The Leading Reference to Vital Facts and Figures About the Legal Profession**

Author: Aspen Publishers

A collection of data about the legal profession, the courts, government and the law itself. Included are a listing of the nation's 250 largest law firms, a look at which law firms are growing and which are not, an in-depth profile of one of the nation's largest legal markets – Washington, DC – and information on what lawyers are paid.

**The Lawyer's Career Change Handbook: More Than 300 Things You Can Do With a Law Degree**

Author: Hindi Greenberg

This resource discusses the extreme changes in the legal profession and the many opportunities for those with a law degree. It provides an opportunity to look afresh at various career considerations and options, whether inside or outside of law.

**The Lawyer's Guide to the Internet**

Author: G. Burgess Allison

This book provides key online starting points and the best sources for the latest listings of legal resources.

**National Job Hotline Directory: The Job Finder's Hot List**

Author: Sue Cabbage and Marcia Williams

This directory provides over 6,500 job hotlines for companies, governments, non-profits, and educational institutions in all 50 states, the District of Columbia, and Canada.

**National Trade and Professional Associations of the United States**

Author: Columbia Books, Inc.

This publication lists over 7,400 trade associations, professional societies, labor unions, and similar national groups. It is unique in providing a comprehensive listing focused on the professional associations segment of the U.S. non-profit community.

**The Power Game: How Washington Works**

Author: Hedrick Smith

This book presents a picture of how things actually work inside the beltway.

**Protocol: The Complete Handbook of Diplomatic, Official and Social Usage**

Author: Mary Jane McCaffree and Pauline Innis

This reference book gives examples of how to properly address letters and envelopes when writing judges, members of congress, and other government officials.

**The Rule(s) of Law: Electronic Discovery and the Challenge of Rulemaking in the State Courts**

Author: Pound Civil Justice Institute

A report of the 2005 forum for State Appellate Court Judges.

**Sourcebook on Legal Writing Programs**

Author: Eric B. Easton, General Editor

A book that looks at the teaching of legal research and writing in the first year of law school.

**The Tao of Legal Ethics: Integrating rules of Legal Ethics & Codes of Personal Conduct and Integrity**

Author: Bette Kester Conrad

There is a difference between legal ethics and personal morals and integrity. This book explores the Golden Rule of legal ethics in the every day dealings of lawyers.

**Webster's American English Dictionary**

Author: Federal Street Press

Basic American English dictionary with clear, concise definitions.

### **Webster's American English Thesaurus**

Author: Merriam-Webster

A handy reference for finding the right word quickly and easily. Concise definitions that explain meanings shared by synonyms.

### **Who's Who in American Law**

Author: Marquis Who's Who

This edition of Who's Who in American Law provides biographical information on approximately 22,000 attorneys and professionals in law-related areas including, among others, judges, legal educators, law librarians, legal historians, and social scientists.

## **Shelf 4 – Geographic Area Specific**

### **ALM Experts: Mid-Atlantic Directory**

Author: ALM

Offers listings of experts in a variety of categories including ADR professionals, court reporters, investigators, legal services, and law firms.

### **Directory of New Jersey Labor and Employment Law Practices**

Author: New Jersey Law Journal

This directory was compiled by the New Jersey Law Journal and provides firm profiles and lists of attorneys with specific experience in labor and employment law.

### **District of Columbia Bar Legal Service Sourcebook 1998 (Discontinued)**

Author: District of Columbia Bar

A listing of lawyers and legal service organizations in the District of Columbia.

### **District of Columbia and Vicinity Legal Directory 1998 (Discontinued)**

Author: Legal Directories Publishing Company, Inc.

This directory contains the names, addresses, and phone numbers of federal officials, District of Columbia officials, area law schools, national associations, and District of Columbia associations. It also contains descriptive information about the terms, rules and jurisdictions for the District of Columbia courts.

### **The 2003-04 Green Book: Official Directory of the City of New York**

Author: NYC Department of Citywide Administrative Services

This directory contains basic information about city officials and agencies. There is an acronym index and general index with telephone numbers.

### **Legal Directory**

Author: Philadelphia Bar Association

This directory provides information on lawyers, judges, the courts, government agencies and law-related groups and services throughout the five-county region of Bucks, Chester, Delaware, Montgomery and Philadelphia areas.

**PA Law: Annual Report on the Legal Profession**

Author: American Lawyer Media

This is the 2003 guide to Pennsylvania's 100 largest law firms published in PA Law Magazine.

**Parker Directory of California Attorneys, Volumes I and II**

Author: Martindale-Hubbell

A comprehensive guide to the California legal community, including listings for attorneys and firms and an alphabetical index. Volume II includes court reporters, listings of state, federal, county courts and offices, superior, municipal and judicial courts, bar and legal associations, expert witnesses, legal services, preferred practice areas, and patent attorneys.

**Pittsburgh Job Source** (discontinued)

Author: Benjamin Scott Publishing

Pittsburgh's professional job search guide with job contacts at corporations, non-profit organizations and government agencies in the Pittsburgh metro area and western Pennsylvania.

**The Recorder's Employment Law Practice Directory (California)**

Author: ALM

This directory is designed to provide a short profile of small law firms based in Northern California. Firms are listed alphabetically with key information about each, including number of attorneys and areas of practice.

**San Francisco Job Source**

Author: Benjamin Scott Publishing

San Francisco's professional job search guide with job contacts at corporations, non-profit organizations and government agencies in the San Francisco, Oakland/East Bay, and San Jose/Silicon Valley and includes the counties of Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

**Seattle Job Source**

Author: Benjamin Scott Publishing

Seattle's professional job search guide which contains job contacts at corporations, non-profit organizations and government agencies and covers the Greater Seattle Metropolitan Area plus surrounding counties.

**Southern California Job Source**

Author: Benjamin Scott Publishing

Southern California's professional job search guide with over 8,000 job contacts for corporations, non-profit organizations and government agencies and covers Los Angeles, San Diego and Orange County and includes the counties of Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura.

**South Florida Job Source**

Author: Benjamin Scott Publishing

South Florida's professional job search guide with over 6,000 job contacts for corporations, non-profit organizations, and government agencies and covers Miami/Dade County, Fort Lauderdale/Broward County, West Palm Beach/Palm Beach County and more.

**South Florida Legal Guide**

Author: CEO Publishing Group, Inc.

This is a local resource guide that includes a list of South Florida's top lawyers and law firms plus a list of up and coming lawyers.

**State and Regional Associations of the United States**

Author: Columbia Books Inc.

This directory lists 8,000 trade associations, professional societies, labor unions, and similar groups representing members on a statewide or multi-state level.

**Vault Guide to the Top Boston and Northeast Law Firms**

Author: Brian Dalton

Practicing lawyers employed by thirty-five law firms reveal their opinions on hours, diversity, training, offices, compensation and other essential details.

**Vault Guide to the Top Chicago Law Firms**

Author: Brook Moshan, J.D., and Ron Hogan

Practicing lawyers employed by fifty-two law firms reveal their opinions on hours, diversity, training, offices, compensation and other essential details.

**Vault Guide to the Top Chicago & Midwest Law Firms**

Author: Vera Djordjevich

Practicing lawyers employed by seventy-three law firms reveal their opinions on hours, diversity, training, offices, compensation and other essential details.

**Vault Guide to the Top Mid-Atlantic Law Firms**

Author: Brian Dalton

Practicing lawyers employed by sixty law firms reveal their opinions on hours, diversity, training, offices, compensation and other essential details.

**Vault Guide to the Top New York Law Firms**

Author: Vera Djordjevich

Practicing lawyers employed by seventy-two law firms reveal their opinions on hours, diversity, training, offices, compensation and other essential details.

**Vault Guide to the Top Northern California Law Firms**

Author: Brian Dalton

Practicing lawyers employed by forty-two law firms reveal their opinions on hours, diversity, training, offices, compensation and other essential details.

### **Vault Guide to the Top Northwest & Great Plains Law Firms**

Author: Andrew Comrie-Picard

Practicing lawyers employed by forty law firms reveal their opinions on hours, diversity, training, offices, compensation and other essential details.

### **Vault Guide to the Top Southern California Law Firms**

Author: Brian Dalton

Practicing lawyers employed by fifty-six law firms reveal their opinions on hours, diversity, training, offices, compensation and other essential details.

### **Vault Guide to the Top Southeastern Law Firms**

Author: Brian Dalton

Practicing lawyers employed by over sixty law firms reveal their opinions on hours, diversity, training, offices, compensation and other essential details.

### **Vault Guide to the Texas & Southwest Law Firms**

Author: Vera Djordjevich

Practicing lawyers employed by forty-nine law firms reveal their opinions on hours, diversity, training, offices, compensation and other essential details.

### **Vault Guide to the Top Washington D.C. Law Firms**

Author: Vera Djordjevich

Law firms with offices throughout the DC Metro area are covered through in-depth profiles in which lawyers reveal their opinions on hours, diversity, training, compensation and other essential details.

### **Washington Directory**

Author: CQ Press

A comprehensive directory of the area's major institutions and the people who run them.

### **Washington Information Directory**

Author: CQ Press

This reference is updated every year with hundreds of new listings. Contains contact information for federal agencies, governors and other state officials, U.S. and foreign diplomats, nonprofit organizations, policy groups, foundations, institutions, and Congress.

### **Washington Job Source**

Author: Benjamin Scott Publishing

This directory provides information on where to write, who to call, and what to say in a job search for internships, entry-level positions, or management level positions within the metropolitan area. Over 5,000 contacts are listed including private and public corporations, Congress, and the Federal Government.

### **Washington Representatives**

Author: Columbia Books, Inc.

This is a directory of the representatives of major national associations, labor unions, U.S. companies, registered foreign agents, lobbyists, lawyers, law firms, interest groups, and their clients.

## **Shelf 5 – Government Federal**

### **The Almanac of American Politics**

Author: Michael Barone and Richard E. Cohen

This almanac illustrates how Americans are using the political process as a means for redefining their role.

### **The Book of U.S. Government Jobs: Where They Are, What's Available, and How to Get One**

Author: Dennis V. Damp

This book offers the information needed to successfully land a government job: advice on what jobs are available, where they are available, and how to get one.

### **The Capital Source**

Author: National Journal Group

A directory published annually with more than 7,000 key contacts in government, media and politics. The updated listings reflect the constantly changing nature of Washington's government and business community. It is the who, what, and where reference to Washington, DC.

### **Carroll's Federal Directory (2 copies)**

Author: Carroll Publishing

Direct and easy access to information about thousands of government workers in the executive, legislative, and judicial branches of the federal government and the governments of the 50 states.

### **Carroll's State Directory (2 copies)**

Author: Carroll Publishing

Fall/Winter 2006 and Spring 2007. Direct and easy access to information about thousands of government workers in the executive, legislative, and judicial branches of the federal government and the governments of the 50 states.

### **Committees in Congress**

Author: Christopher J. Deering and Steven S. Smith

A comprehensive look at House and Senate committees.

### **Congressional Yellow Book (2 copies)**

Author: Leadership Directories

A directory of the U.S Congress containing the most current information available on who's who in the Senate and the House.

**Do Your Legal Career Justice**

Author: U.S. Department of Justice

This booklet is designed specifically for law students interested in working at the Department during law school, immediately following graduation, or following a judicial clerkship. It provides a brief sketch of all the Department organizations that employ attorneys, explains where the employment opportunities are, and how to apply to each program.

**Federal Employment from A to Z**

Author: Federal Research Service

In-depth information about federal employment in the U.S.

**The Federal Internet Source**

Author: National Journal

Includes over 1,000 federal government, state government, and political Internet addresses with a description of what you can find there.

**Federal Personnel Guide**

Author: Key Communications Group

The Guide contains information from official government sources regarding government personnel, organization, compensation, leave, retirement, insurance, health benefits, and other subjects pertinent to current and prospective civilian employees of the federal government.

**Federal Regional Yellow Book (2 copies)**

Author: Leadership Directories

A who's who in the federal government's departments, agencies, diplomatic missions, military installations and service academies outside of Washington, DC.

**Federal Yellow Book (2 copies)**

Author: Leadership Directories

A comprehensive directory updated several times a year.

**Government Affairs Yellow Book (2 copies)**

Author: Leadership Directories

A comprehensive directory, updated several times a year.

**Government Honors & Internship Handbook (2 copies)**

Author: Arizona Board of Regents

Updated constantly, this handbook is a comprehensive listing of government honors programs at the federal and state level.

**Government Information on the Internet**

Author: Greg R. Notess

This is a directory on internet sites of the U.S. Government, as well as international and intergovernmental organizations, and foreign countries.

**Government Job Finder**

Author: Daniel Lauber

This book provides the necessary tools to assist job-seekers in finding a government job via ads, the internet, job hotlines, search firms, and job-matching services.

**Now Hiring: Government Jobs for Lawyers**

Author: Career series American Bar Association

This book contains a pay scale, information on hiring in all three branches of government, and information on hiring within independent government agencies.

**Public Administration Career Directory**

Author: Bradley J. Morgan & Joseph M. Palmisano

This directory includes essays from industry professionals with job search guidance for students/attorneys interested in public administration organizations, government agencies, departments, and commissions.

**The United States Government Manual**

Author: Office of the Federal Register National Archives and Records Administration

This book provides a detailed profile of all federal government agencies, departments, and commissions.

**Vault Guide to Capitol Hill Careers**

Author: Vault Inc.

A comprehensive guide to careers on the hill. Access the online version at Vault.com through the CDO website.

**Volunteer/Work-Study/Part-time Legal Intern Positions – Department of Justice**

Author: Department of Justice

A collection of legal intern announcements for a variety of offices within the Department of Justice, including opportunities with the local U.S. Attorney's offices, for the current academic year. Most positions are available in the Washington, DC area. These opportunities are also available online at <http://www.usdoj.gov/oarm/arm/int/legalinternjq.htm>.

**Shelf 6 – Government Local/ State****The City and County Attorney Internship Book 2009**

Author: Career Education Institutes

This book provides complete information in internship opportunities with nearly 80 offices in 25 states. This is the first resource focusing on the civil side of municipal practice.

**Local Government Attorneys of Virginia**

Author: Local Government Attorneys of Virginia, Inc.

This publication contains information on Virginia's local government attorneys.

**Maryland State Bar Association’s Maryland Lawyer’s Manual**

Author: Maryland State Bar Association

MSBA’s complete legal resource directory serving Maryland’s legal community.

**Municipal Yellow Book**

Author: Leadership Directories

A directory of elected and appointed officials and authorities in U.S. cities and counties.

**State Yellow Book**

Author: Leadership Directories

A directory of state governments.

**Virginia Review Directory of State & Local Government Officials**

Author: Review Publications, Inc.

Directory information for the VA Executive, Legislative, and Judicial Branches; Chambers of Commerce and Planning District Commissions; Vendors and Resources; VA counties, towns, and cities; and media. Also includes maps.

**Virginia State Agencies Telephone Directory**

Author: Virginia Department of Information Technology

This is a quick reference to Virginia State Agencies.

**Shelf 6 – Graduate Programs/Study Abroad/Financing**

**Degrees of Difference: A How to Guide to Choosing a Law School**

Author: Amy Thompson Briggs, M.Ed.

Published by the National Association for Law Placement, this guide suggests that choosing a law school will have a profound effect on future employment opportunities, where you practice, what you practice, your ability to earn a decent living, the amount of debt you will carry, and your lifestyle options. This may be a useful resource for those students considering a graduate law degree.

**Directory of Graduate Law Degree Programs**

Author: Federal Reports Inc.

A guide to over 100 advance-degree programs offered by 55 institutions in over 40 legal specialties.

**Directory of Graduate Law Programs in the United States**

Author: The Graduate Group

Information on graduate law programs in the U.S.

**Directory of Law School Summer Programs in the United States and Abroad**

Author: The Graduate Group

Information on summer programs in the U.S. and abroad.

**Directory of Summer Abroad Programs**

Author: Student Lawyer Magazine

Lists study abroad programs and includes information on fees, deadlines, and contact information.

**Financial Aid for African Americans**

Author: Gail Ann Schlater and R. David Weber

A list of scholarships, fellowships, loans, grants, awards, and internships open primarily or exclusively to African Americans.

**Financial Aid for Asian-Americans**

Author: Gail Ann Schlater and R. David Weber

A list of scholarships, fellowships, loans, grants, awards, and internships open primarily or exclusively to Asian Americans.

**Financial Aid for Hispanic-Americans**

Author: Gail Ann Schlater and R. David Weber

A list of scholarships, fellowships, loans, grants, awards, and internships open primarily or exclusively to Hispanic Americans.

**Financial Aid for Native-Americans**

Author: Gail Ann Schlater and R. David Weber

A list of scholarships, fellowships, loans, grants, awards, and internships open primarily or exclusively to Native Americans.

**Financial Aid for Women**

Author: Gail Ann Schlater and R. David Weber

A list of scholarships, fellowships, loans, grants, awards, and internships open primarily or exclusively to Women.

**Guide to Legal Studies in Europe**

Author: Law Books in Europe

Published by the European Law Students' Association, this guide features over 240 law schools in 32 countries. It is designed to provide students with information on legal courses of study abroad.

**How to Pay for your Law Degree**

Author: Gail Ann Schlater and R. David Weber

Advice for students concerned about the cost of law school.

**Law School Buzz Book**

Author: Stephanie Hauser and Carolyn C. Wise

This guide provides extended excerpts from surveys of students and alumni at more than 140 top law schools to bring you the inside scoop on admissions, academics, and more.

**The Law Student's guide to Scholarships and Grants**

Author: Franklin Williams, J.D. and Mark Fisher, J.D.

This guide provides information on over 250 sources of funding for law school.

**NALP Directory of Law Schools**

Author: The Association for Legal Career Professionals

This directory promotes fair and informed decision-making in legal recruitment and hiring.

**National Directory of Scholarships, Internships, and Fellowships for Latino Youth**

Author: Congressional Hispanic Caucus Institute

This directory includes useful information for Latino students and young professionals wishing to finance their higher education and/or enhance their educational and professional experience with leadership development opportunities.

**National Jurist's Annual Study Abroad Programs**

Author: The National Jurist

A guide on how to travel the world for law school credit. A listing of study abroad programs by continent, city and school.

**Official Guide to ABA-Approved Law Schools**

Author: The Law School Admission Council and the American Bar Association

This official ABA guide includes in-depth statistical information on all approved law schools.

**Scholarship Handbook**

Author: The College Board

This directory lists scholarships, grants, internships, and loans that are available for undergraduate and graduate students.

**Scholarships, Grants & Prizes**

Author: Peterson's

This book provides more than 2,000 scholarship/grant programs and prize information.

**Scholarships, Fellowships and Loans**

Author: Thompson/Gale

A guide to funding sources for law students.

**World Wide Scholarship Directory**

Author: Dan Cassidy

This extensive guide lists thousands of America's top scholarships for graduate and professional study, plus thousands more from 75 other countries around the globe.

## **Shelf 7 – Intellectual Property**

### **AIPLA Quarterly Journal**

Author: American Intellectual Property Law Association  
Contains law related articles.

### **AIPLA: Officers Board of Directors Committees Articles of Incorporation By-Laws**

Author: AIPLA  
Lists Officers, Board of Directors, Fellows, committees, Articles of Incorporation, and By-Laws.

### **AIPLA Bulletin**

Author: American Intellectual Property Law Association  
Provides association activities, committee reports and programs.

### **AM Law Supplement: The Mobile Lawyer**

Author: American Lawyer Media Supplement  
Articles on useful gadgets.

### **AM Law Tech**

Author: AmLaw Tech  
A quarterly magazine.

### **Intellectual Property Today**

Author: Intellectual Property Today  
A publication geared to staying up-to-date in the field of IP Law.

### **Intellectual Property Tomorrow**

Author: Legal Times  
Contains IP related articles.

### **Directory of Intellectual Property Attorneys**

Author: Prentice Hall & Business  
Contains information on copyrights, patents, trade secrets, trademarks and unfair trade practices.

### **National Intellectual Property**

Author: National Law Journal  
Directory includes consultants, experts, lawyers, law firms, ADR Professionals, and Court Reporters.

### **Intellectual Property Legal Times Magazine**

Author: Legal Times  
A focus piece on intellectual property.

### **Tech Counsel Legal Times Publication**

Author: A Legal Times Publication

This publication is a report on existing and new firms hoping to join the Bio-Tech sector. Includes issues pertaining to the market.

## **Shelf 7 – International**

### **Almanac of International Jobs and Careers**

Author: Ronald L. Krannich and Caryl Rae Krannich

This book provides key contact information for locating major international employers.

### **American Jobs Abroad**

Author: Victoria Harlow and Edward W. Knappman

This publication provides tips on getting the job, making the move, and living abroad. You'll find profiles of more than 800 U.S. corporations, 100 government agencies, and other not-for-profit employers. A list of 111 nations with career opportunities overseas includes where the jobs are, who to contact and what skills are required.

### **American Journal of International Law**

Author: The American Society of International Law

Published quarterly. Features articles, editorials, notes and comments by preeminent scholars on developments in international law and international relations. The journal contains summaries of decisions by national and international courts and tribunals, and of contemporary U.S. practice in international law. Each issue lists recent publications in English and other languages, many of which are reviewed in depth.

### **The American Society of International Law Membership Directory**

Author: The American Society of International Law

This directory highlights the size and geographic reach of ASIL. It lists the 400+ members in over 100 countries and provides contact information.

### **The American Society of International Law Newsletter**

Author: The American Society of International Law

This newsletter contains articles that reflect the activities and membership participation throughout the year.

### **AM Law Media Publication- European Corporate Tax**

Author: An American Lawyer Media Publication

Country reports on France, Germany, The Netherlands, and the UK.

### **AM Law Media Publication- German Lawyer**

Author: An American Lawyer Media Publication

Includes special reports on corporate law in Frankfurt, Austria, city and practice reports.

**AM Law Supplement- Focus Europe**

Author: An American Lawyer Media Publication  
An American Lawyer Media Supplement.

**ASIL: Careers in International Law (2 copies)**

Author: The American Society of International Law

A research guide that contains information on diverse opportunities in international law and strategies.

**ASIL Guide to Electronic Resources for International Law**

Author: Marci Hoffman

This resource guide provides listservs, newsgroups and networks that provide information on international law.

**Basic Facts about the United Nations**

Author: United Nations

This edition notes the many changes that are taking place in the United Nations to ensure the organization's continuing relevance and viability as the centerpiece of the international community.

**Careers in International Affairs**

Author: Georgetown University Press

This book is designed to provide understanding on international career fields and what they offer; information on the skills and requirements international employers consider necessary; and an overview of a wide variety of employment opportunities around the world.

**Careers in International Law**

Author: Careers in International Law

Writers present outlooks on the wide-ranging possibilities open to today's law students.

**Focus Europe**

Author: An American Lawyer Media Supplement

A supplement that contains articles on international news.

**Foreign Representatives Yellow Book (3 copies)**

Author: Leadership Directories

A directory that gives you the who's who in the U.S. offices of foreign corporations, foreign nations, the foreign press, and intergovernmental organizations.

**Jobs and Careers Abroad**

Author: Dan Boothby

A guide to employment in Europe and overseas.

### **International Opportunities Resource Guide**

Author: National Association for Law Placement

This guide contains information about the practice of international law in the public and private sectors in the United States.

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

Author: A Joint Project of Harvard Law School & Yale Law School.

This is a comprehensive guide to public service and international law. It contains addresses, phone numbers, and Internet sites of various international organizations. It also contains narrative pieces offering personal perspectives on international careers.

## **Shelf 9 – International**

### **Asian Legal Business**

Author: Asian Legal Business

This magazine has articles related to the latest legal and business news.

### **Directory of Members: Women's Foreign Policy Group**

Author: Women's Foreign Policy Group

This directory has been an important vehicle for promoting women's visibility in international affairs.

### **German Commercial Law Firms: A Handbook for U.S. Clients**

Author: American Lawyer Media

It is the first book of its kind in English which focuses exclusively on the German market. The handbook seeks to bring transparency to the German legal market in order to benefit clients in the US who are coming into contact with German law firms.

### **Global Appeal**

Author: United Nations High Commissioner for Refugees

This book provides an overview of UNHCR's operations and programs, outlining its objectives and funding requirements for the coming year.

### **Going Global**

Author: Mary Anne Thompson

This career guide is the ultimate international job seeker's guide packed with country specific information, this massive new annual directory contains more than 10,000 resources for finding international employment at home and abroad.

### **Guide to Careers in World Affairs**

Author: Foreign Policy Association

This outstanding international careers book reveals hundreds of opportunities in the international job market.

### **Guide to Foreign Law Firms**

Author: James R. Silkenat and William M. Hannay

This guide is designed to assist American lawyers in indentifying qualified legal counsel in the many foreign jurisdictions with which such lawyers are likely to come into contact, particularly those countries emerging as significant factors in international commercial transactions.

### **Guide to Senior-Level Women Leaders in International Affairs: The US and Abroad**

Author: Women's Foreign Policy Group

An annual guide which lists the name and title of prominent women leaders. The guide is divided into 9 categories based on the position of each leader.

### **How to Get a Job in Europe**

Author: Cheryl Matherly and Robert Sanborn

Contains names, addresses, phone numbers, fax numbers, and websites for over 2,000 employers in England, France, Italy, Germany, Spain, Holland, Sweden, Greece, and 18 other countries.

### **Inside Asia**

Author: Inside Asia

This publication is a guide to the major Asian markets and the opportunities they have for international law firms.

### **International Directory of Lawyer Qualification**

Author: NALP

The countries in this publication are listed according to continent. For each country, this resource provides a summary of its legal system, its pre-college/university education, the college/university education needed prior to studying law, its law study education, and how it admits law students and lawyers from other countries. It also lists resources for finding law firms in the country, provides some grade conversion charts, and provides contact information for more information.

### **International Information Directory**

Author: CQ Press

This guide offers extensive resources on the full range of international issues, from humanitarian affairs and human rights to the Internet and international trade. Arranged by specific topics of international concern and by individual country.

### **International Jobs**

Author: Nina Segal and Eric Kocher

This book provides job search web sties for management consulting, multimedia, public relations, advertising, non-profit employers, and more.

### **International Job Finder**

Author: Daniel Lauber and Kraig Rice

This publication identifies the most effective online print resources for finding jobs worldwide and explains what each resource offers so you can decide which will be most helpful in your job search.

**International Public Interest Law**

Author: Yale Law School

This guide gives information about career opportunities with employers such as the United Nations, the US Government, Intergovernmental Organizations, and NGOs. It also contains narratives from alumni and students of Yale Law.

**International Public Interest Law: A Guide to Opportunities in the United States and Abroad (2 Copies)**

Author: A Joint Publication of Harvard Law School & Yale Law School

This is a comprehensive guide to public service and international law. It contains addresses, phone numbers, and Internet sites of various international organizations. It also contains narrative pieces offering personal perspectives on international careers.

**IP Europe**

Author: An American Lawyer Media Publication

Provides an overview of the practical issues facing rights owners and their advisors in Europe.

**Jobs Worldwide**

Author: David Lay and Benedict A. Leerburger

This book provides tips for landing an international job. It explores job opportunities in 82 countries.

**Latin America's Leading Business Law Firms**

Author: Latin Lawyer

Information and contacts for business law firms in Latin America.

**Latin Lawyer Magazine**

Author: Latin Lawyer

A periodical focusing on lawyers who identify themselves as Latino/a.

**Lawyer's Register International by Specialties & Fields of Law Volumes I, II, III**

Author: Jeannine Dreimiller (editor)

This three volume set is an international directory of lawyers and their firms who have been identified as specializing, concentrating, or making them available to practice a specific field of law. A listing of in-house lawyers on the staff of the U.S. and international corporations is also included, along with the chief counsel, areas of practice, fax numbers, and law schools attended by the lawyers.

**Opportunities with International Tribunals and Foreign Courts**

Author: Yale Law School

A guide for students who are looking for an experience beyond an American judicial clerkship.

**The Regulation of Foreign Lawyers**

Author: Sydney M. Cone, III

Lists regulations of Foreign Lawyers in eleven United States jurisdictions and sixteen jurisdictions in the European Community.

### **World Intellectual Property Organization**

Author: WIPO Magazine

Organizations regulating intellectual property throughout the world.

### **Work Abroad: The Complete Guide to Finding a Job Overseas**

Author: Clay Hubbs (editor)

This indispensable guide features country-by-country listings of key employers and organizations, the best books and web sites, and helpful first-hand reports from people who have worked abroad.

### **Yearbook of International Organizations Volume 1A and 1B**

Author: Guide to Global Civil Society Networks

Guide to global civil society networks. Includes organization descriptions and cross-references.

## **Shelf 10 – Judiciary Courts**

### **The Almanac of the Federal Judiciary Volume I and II**

Author: Aspen Law & Business

This two-volume set is a compilation of information on all sitting judges of the United States courts.

### **The American Bench: Judges of the Nation** (Available at the Reference Desk)

Author: Forster Long Publishing

This book provides biographical information on over 18,000 judges from the federal and state level, with jurisdictional and geographical information on the courts they serve. The first section of the book contains descriptive information on each state court, including the court location, jurisdiction, and method of selection of judges. The second section of the book provides biographies of the judges arranged alphabetically and includes the judges' title, court level served, and office address. Full biographies of the judges are provided wherever possible. This is published every year.

### **Behind the Bench**

Author: Debra M. Strauss

This book explains the clerkship process. Drawing from the experiences of clerks and judges, it explains aspects of clerkships: what clerkships are, what kind of work law clerks do, why you should apply, how to find and apply for the type of court and clerkship that would be right for you, how to build a successful application, give a strong interview, and why clerkships give you experience and credentials that prospective employers will actively seek.

### **BNA's Directory of State and Federal Courts, Judges, and Clerks**

Author: Catherine Kitchell

This reference directory contains a list of state and federal courts, a list of U.S. Courts of Appeals with state jurisdictions, and a chart of federal and state court structures, federal court public access services, and state court bulletin board systems.

**Federal-State Court Directory**

Author: WANT Publishing

This directory includes complete addresses and telephone numbers for federal court judges, clerks of court, circuit executives, bankruptcy judges, probation officers, U.S. attorneys, U.S. magistrates, counties in federal districts, state supreme courts and clerks of court, attorney generals, and secretaries of state. It also provides state court organizational charts and federal court statistics.

**The Guide to State Judicial Clerkship Procedures**

Author: Vermont Law School

This binder represents a necessary tool for both career services professionals and law students considering judicial clerkships.

**Judicial Staff Directory**

Author: CQ Press

The 2007 Winter directory of Federal and State Courts, their judges, staff, and biographies.

**Judicial Yellow Book**

Author: Leadership Directories

A directory of judges of the nation, including information on their staff, law clerks, and education.

**New Jersey State Judicial Clerkship Procedures**

Author: State of New Jersey

Information includes projected and actual judicial clerkship position vacancies by courts, divisions, and judges.

**NALP State Judicial Clerk Directory**

Author: NALP

A compilation of responses to a direct mail questionnaire sent to state judges across the country about hiring preferences for clerks (full-time, non-full-time, externs only, etc.).

**Patent Law Digest**

Author: Donald S. Chisum/LexisNexis

Abstracts of Supreme Court and Federal Circuit decisions (1982-2007).

**State Court Clerks and County Courthouses**

Author: WANT Publishing

The most current issue of the directory of state court clerks and county courthouses.

**Summer Judicial Internships**

Author: CDO

Contains an alphabetical listing of judicial internship opportunities.

### **The Third Branch: Bulletin of Federal Courts**

Author: Administrative Office of the U.S. Courts

A monthly bulletin covering important action and issues within federal courts. Includes nominations to elevations within federal courts. Names those judges who take senior status.

### **WANT's Federal-State Court Directory**

Author: Want Publishing Co.

This can now be found via "Your Nation's Courts Online" at [courts.cqpress.com](http://courts.cqpress.com). All federal and state court contact information for all 50 states and territories, plus Canada.

## **Shelf 11 – Law Firms**

### **Chambers Global – World's Leading Lawyers**

Author: Chambers and Partners

This guide covers international commercial areas of legal practice, including corporate finance, real estate, litigation, banking, project finance, competition, tax and private equity. It also covers global industries such as energy, communications, shipping, international arbitration and the IP sector.

### **Choosing Small, Choosing Smart**

Author: Donna Gerson

Explores the small law firm job market and explains how to tailor your job search to get a job in a small law firm.

### **The Insider's Guide to Private/Non-Profit Legal Employers in Washington, DC**

Authors: Richard Hermann and Linda Sutherland

This guide lists over 390 legal employers in the non-profit sector.

### **How to Get the Job You Want in a Law Firm**

Author: Ann Turnicky

Proven job search strategies; tips on networking, resumes, and interviews; advice on lateral career moves.

### **Law Firms Yellow Book**

Author: Leadership Directories

A directory of the largest U.S. law firms. It provides information on changes in firm management, structure, and administration.

### **Legal Times Directory of Metro D.C. Law Offices** (Available at Reference Desk)

Author: Legal Times

A directory of law firm listings for the District of Columbia, suburban Maryland and northern Virginia. It includes an index which lists firms by practice area.

### **The Mid-Sized Firm Hiring Directory**

Author: Career Education Institute

This directory is a result of research performed early in the spring of 2001. It contains basic information such as address, telephone numbers and web addresses of mid-size firms and smaller branch offices of larger firms.

### **National Directory of Women-owned Law Firms and Women Lawyers**

Author: National Association of Women Lawyers

This directory gathers under one cover the names and specialties of hundreds of women-owned law firms and women lawyers.

### **National Law Network**

Author: Professional Information Corporation

Provides profiles of law firms by their respective circuits. The following information is included for each firm: contact partners, number of attorneys, the partner age range, representative law schools, corporation board memberships, bar admissions, professional affiliations, administrative contacts, range of hourly billing rates, practice areas and percent of practice, and major clients represented. Specialty practices are in the back of the book with firms listed in applicable areas.

### **Of Counsel 700: Annual Survey of the Nation's Largest Law Firms**

Author: Aspen Publishing

Includes analysis of law firm growth, profiles of selected law firms and a directory listing.

### **The Significance of Summer Programs**

Author: NALP Foundation

A report from NALP assessing the significance of summer programs to students and employers using empirical findings and student anecdotes. Documents the influences and outcomes of summer programs.

### **Small Firms in DC, Montgomery County, and Northern Virginia**

Author: CDO

This resource was compiled by the CDO for students interested in the small firms not included in the national law firm directories.

### **Solving the Part-time Puzzle: The Law Firm's Guide to Balanced Hours**

Author: Joan Williams and Cynthia Thomas Calvert

Information on how law firms can successfully implement part-time and reduced hours programs for attorneys and still be efficient and profitable.

### **Vault Guide to Law Firm Diversity Programs**

Author: Vault Inc.

Diversity profiles on 150 major law firms; statistics on the number of minorities and women at each level (associate, non-equity partner, partner) for each firm; information on women and minorities heading practice areas or offices at each firm; firm descriptions of initiatives for diversity recruiting and mentoring.

### **Vault Guide to the Top 50 Consulting Firms**

Author: Douglas Cantor and Clay Risen

In-depth profiles on the top consulting firms, along with an overview of the consulting industry and some insight into the workings of the hiring process.

### **Vault Guide to the Top 100 Law Firms**

Author: Brian Dalton, J.D.

This book ranks the nation's top law firms based on industry reputation. Each entry provides salary information, "notable perks", practice areas and a summary of the firm's history, practice, and office culture.

### **Vault Guide to the Top 100 Law Firms – Excerpt Edition**

Author: Brook Moshan Gesser and Christopher Prior

More than 14,000 associates ranked the most prestigious law firms in the nation and revealed their opinions about hours, diversity, training, offices, relationships with partners, compensation, and other essential details. Candid, insider profiles of the top 100 law firms, including information on selectivity, summer associate programs, interviews and more.

### **Vault: View from the Top: Law Firm Leaders**

Author: Marcy Lerner

Q&A with chairmen and managing partners – law firm leaders unlock the secrets of a successful legal career.

### **Vault: View from the Top: Q&A with Legal Women Leaders**

Author: Marcy Lerner

Legal women leader share their knowledge and insights about succeeding in the legal profession, the past and future of the law, balancing work life and home life, and more.

## **Shelf 12 – Law Practice Development & Management**

### **ABA Law Practice Management**

Author: ABA

This publication is a source for both innovative and practical information on marketing, management and technology.

### **After the JD: First Results of a National Study of Legal Careers**

Author: The NALP Foundation and ABA

Initial results from a NALP research initiative on law school graduates – the *After the JD* project tracks the professional lives of more than 5,000 lawyers during their first ten years after law school.

**Attorney Recruitment and Retention: A Showcase of Best Practices**

Author: NALP Association for Law Placement

Learn about the recruitment and retention practices law students and attorneys find most effective for on-campus interviews, marketing of the organization and the city, offer extension and follow-up, organizational commitment to diversity, summer associate and attorney evaluations, work assignment procedures, and orientation and mentoring.

**Balanced Hours: Effective Part-Time Policies for Washington Law Firms**

Author: Joan Williams and Cynthia Thomas Calvert

This report shows how balanced hours policies can work well at Washington law firms to increase retention, morale, client satisfaction and profitability.

**Balancing Law and Parenthood**

Author: Kathryn A. Plonsky

This book raises the issues of lawyering for the male and female parent. It discusses part-time positions in the various aspects of law including part-time judges and corporate counsel. A sample law firm part-time proposal and a sample job share proposal are included.

**Beyond the Big Firm: Profiles of Lawyers Who Want Something More**

Author: Alan B. Morrison and Diane T. Chin

Contains profiles, stories, and advice from over thirty lawyers who found work with employers other than big law firms, such as the government, non-profits, or small private law firms. Some of their practice areas include civil liberties, employment, environmental, personal injury, and human rights law. This book challenges traditional assumptions about the range of possibilities available to law school graduates.

**Ethics in a Brave New World: Professional Responsibility, Personal Accountability, and Risk Management for Immigration Practitioners**

Author: American Immigration Lawyers Association

An ethics and professional responsibility anthology that will serve as a tool to help its readers further their knowledge and awareness of ethics, professional responsibility, personal accountability and risk management in immigration law practice.

**Flying Solo: A Survival Guide for the Solo Lawyer**

Author: Jeffrey R. Simmons

As the title implies, this collection of essays provides insight into the starting and surviving as a solo practitioner.

**From Finals to the Firm: The Top Ten Things New Law Firm Associates Should Know**

Author: Calvin Gladney and Raymond Millien

A straight-talk guide to making it in the law firm culture. Co-written by a GW Law School graduate.

**From Law School to Law Practice: The New Associate's Guide, Second Edition**

Author: Suzanne B. O'Neill and Catherine Gerhauser Sparkman

This book describes what clients and more experienced attorneys in the firm expect from new attorneys. It also gives tips on how to work effectively.

**How to Start and Build a Law Practice**

Author: Jay G. Foonberg

This book is packed with proven techniques for getting started, finding clients and the right location, setting fees, managing your office, maintaining an ethical and responsible practice, and much more.

**How to Start and Build a Law Practice in the District of Columbia**

Author: Bar Association of the District of Columbia

This publication seeks to assist lawyers in the District of Columbia who have either recently entered their own practices or who are considering that option for the future development of their own professional careers.

**Law Office Policy and Procedures Manual**

Author: ABA Law Practice Management Section

This guide includes everything you need to create a complete, customized manual that can serve as a reference guide for current staff and as a training tool for new employees, associates, and temp workers.

**The Lawyer's Guide to Mentoring**

Author: Ida O. Abbott

This guide provides information on the benefits and dynamics of successful mentoring relationships, explaining how to start and maintain a mentoring program, how to start and maintain a mentoring relationship for individual lawyers and legal employers.

**The Lawyer Who Blew Up His Desk and Other Tales of Legal Madness (2 copies)**

Author: Joseph Matthews

This book gives an inside look at the professional lives of practicing attorneys. A look at the besieged public defender and the tale of how the author smuggled a complete gourmet dinner to a friend in jail. Also contains a discussion of the values and customs of courtroom law.

**Lawyers' Lives Out of Control: A Quality of Life Handbook**

Author: Gerald Le Van

This book offers practical advice for lawyers searching for a better balance between law practice and private life.

**Lawyerland: What Lawyers Really Talk About When They Talk About Law**

Author: Lawrence Joseph

This book presents dialogues that reveal a side of the law that is rarely seen: the perspective of lawyers themselves. A look inside the oak-paneled offices and battle-ready courtrooms that lawyers inhabit.

**Lawyers and Law Students: Street Law**

Author: Street Law Inc.

A packet of informational materials on street law and law-related education, an overview of law school-based programs, local law and resources, and a sample lesson. Originally from the Street Law for Law Students Teaching in the Community Training program.

**Lawyers and Law Students Teaching in the Community**

Author: Alexandra Ashbrook/Street Law Inc.

A manual that provides an overview of street law for lawyers and law students teaching in the community, how to start a street law program, effective use of community resource people and teaching strategies.

**Living with the Law: Strategies to Avoid Burnout and Create Balance**

Author: Julie M. Tamminen

This book focuses on the particular stresses of practicing law, such as coping with the demands of increased competition in the legal field, “rocket docket” litigation, hostile opponents, long hours, and other challenges of modern legal practice.

**The Lure of the Law: Why People Become Lawyers, and What the Profession Does to Them**

Author: Richard W. Moll

This author investigates, through a provocative collection of interviews, the people behind personas – practicing lawyers, would-be lawyers, and ex-lawyers and what lured each one of them to their particular type of practice; what they actually do; and what being a lawyer has done to them.

**Making Partner: A Guide for Law Firm Associates, Second Edition**

Author: John R. Sapp

Published by the American Bar Association’s Section on Law Practice Management, this is a practical guide for law firm associates. It includes more than 25 articles on a wide range of issues that affect performance standards in the pursuit of making partner.

**Managing Compensation, Benefits & Retention for Partners & Associates**

Author: IOMA

Data, recommendations, and common practices regarding lawyer compensation, benefits management, and retention.

**My First Year as a Lawyer: Real-World Stories from America’s Lawyers**

Author: Mark Simenhoff

Eighteen lawyers share the stories of their first year of practice, revealing both the challenges and rewards of the day-to-day grind of a novice attorney. From corporate to courtroom, these memoirs explore the life lessons learned during the first year of practice.

### **Parents and the Law – Volumes 1 and 2**

Author: Alexandra Ashbrook and Bebs Chorak, Street Law Inc.

*Parents and the Law* provides practical information and skill-building activities designed to help teen and young parents analyze, evaluate, and understand the legal situations they face. This manual features 23 lessons, appropriate for low-level English or Spanish readers, in specific laws that impact families and children, information on community resources, and opportunities for developing problem-solving, empathy, cooperation, and communication skills.

### **Practicing Law without Clients: Making a Living as a Freelance Lawyer**

Author: David A. Robinson

A publication of the ABA Section of Law Practice Management, this book gives advice to practicing attorneys who are interested in working as freelance researchers, writers, or consultants in the legal field.

### **Proceed with Caution: A Diary of the First Year at One of America’s Largest, Most Prestigious Law Firms (2 copies)**

Author: William R. Keates

This book takes you behind the scenes for an insider’s look at one of the country’s top law firms – from the dazzling benefits and prestige to the grind and stress that eventually drove him from the firm, William Keates chronicles the reality of life as a new associate.

### **Recruiting Lawyers: How to Hire the Best Talent**

Author: Marcia Pennington Shannon and Susan G. Manch

A resource for legal employers, providing practical strategies for recruitment that can be implemented in any firm or practice.

### **Survival Skills for Practicing Lawyers**

Author: Theodore P. Orenstein

A collection of essays that cover a variety of topics from “How to Succeed as a Lawyer” to “Organizing Your Practice for Quality.”

### **To Be a Trial Lawyer**

Author: F. Lee Bailey

This book describes what a trial lawyer actually does, the kind of person best suited to trial law, and the skills needed to practice trial law successfully.

### **The Young Lawyer’s Jungle Book: A Survival Guide**

Author: Thane Josef Messinger

This book is a comprehensive look at what awaits new attorneys in private practice. It is loaded with tips, hints, useful information, and tons of advice on every imaginable topic that might arise in a young career.

## **Shelf 13 – Legal Careers**

### **America’s Greatest Places to Work with a Law Degree (2 copies)**

Author: Kimm Alayne Walton

Provides descriptions of employers who consistently receive positive responses from lawyers who work for them.

### **The BCG Attorney Search Guide**

Author: BCG

The goal of this book is to give law firms a “law school bible” in which they can find complete information on individual law schools. Demystifies the grading and ranking systems for the nation’s top 50 law schools and provides the reader with an objective and greater understanding of what it means to be a member of the particular journals and law reviews at these schools.

### **Becoming a Mediator: An Insider’s Guide to Exploring Careers in Mediation**

Author: Peter Lovenheim

This book offers an engaging, emotionally uplifting guide to career opportunities in this rapidly growing new field. It features a wealth of practical resources, including sample rules of mediation, sample memoranda of understanding, standards of conduct for mediators, national and regional mediation organizations, and web sites.

### **The Best of the Job Goddess: Phenomenal Job Search Advice from the Country’s Most Popular Legal Job Search Columnist**

Author: Kimm Alayne Walton

This book is a compilation of author Kimm Alayne Walton’s syndicated column “Dear Job Goddess.” It offers advice on questions frequently asked by job seekers.

### **Career Opportunities in Law and the Legal Industry**

Author: Susan Echaore-McDavid

This book is a comprehensive guide offering complete information for the 21<sup>st</sup> century on more than 80 jobs including attorneys, judges, nonprofit administrators, professions in politics, legal support professionals, court support staff, alternative dispute resolution practitioners, analysts and examiners, litigation consultants and expert witnesses, criminal justice social services professionals, litigation support professionals, educators, compliance officers, career services professionals, publishing professionals, and librarians. Provides details on salary information, skills, and other requirements.

### **Careers in National Security Law**

Author: ABA – Standing Committee on Law and National Security

This book provides networking and job search strategy advice to law students interested in National Security law. Besides describing different career paths available in the field of National Security, the book also provides information about related topics such as security clearances, the “National Security Culture”, as well as testimonials from those who have had experience in the field.

### **Changing Jobs: A Handbook for Lawyers in the New Millennium**

Author: Heidi McNeil Staudenmaier

This resource helps you design your own route to professional happiness. You'll learn how to define your desired destination; develop a clear sense of direction and purpose; and map out the best path to take to reach your goal.

### **Compensation and Benefits Survey Report**

Author: National Association of College and University Attorneys

The National Association of College and University Attorneys periodically conducts a compensation and benefits survey of its member attorneys, all of whom represent colleges and universities or closely related institutions with an interest in legal aspects of higher education. This survey reports salaries and benefits current at the time (Dec. 1998-Feb. 1999). This is published every few years by the NACUA.

### **The Complete Guide to Contract Lawyering: What Every Lawyer and Law Firm Needs to Know About Temporary Legal Services**

Author: Deborah Arron and Deborah Guyol

This book describes how and why lawyering temping has gone mainstream, and how you (or your organization) can take advantage of it.

### **Full Disclosure: The New Lawyer's Must-Read Career Guide**

Author: Christen Civileto Carey

This book provides practical and candid advice on finding the right legal job and how to get there. A comprehensive index of several hundred law firms and corporate law offices is included to help you in the search for the legal job of your dreams.

### **Guerilla Tactics For Getting The Legal Job of Your Dreams (3 copies)**

Author: Kimm Alayne Walton

A complete guide for a no-holds-barred legal job search. The best strategies from the country's most innovative law school career counselors. Tactics for getting the legal job of your dreams regardless of your grades, your school, or your work experience.

### **Guide to Careers in Federal Law Enforcement: Profiles of 225 High-Powered Positions and Surefire Tactics for Getting Hired**

Author: Thomas H. Ackerman

The ultimate resource to help you land a rewarding career in federal law enforcement. This manual provides detailed job profiles and solid strategies on how to stand out from the crowd and get hired. Includes concise profiles of 225 careers with more than 150 agencies.

### **The Insider's Guide to Getting a Big Firm Job**

Author: Erika Finn and Jessica Olmon

This book provides specific tips for interviewing at big law firms. Instead of giving pre-packaged answers to pre-packaged interview questions, the book helps the interviewee to develop and practice his or her own answers. It also gives advice on constructing effective resumes and cover letters, as well as interviewing etiquette.

### **Jobs for Lawyers: Effective Techniques for Getting Hired in Today's Legal Marketplace**

Author: Hillary Jane Mantis and Kathleen Brady

This book assists in preparing and presenting yourself in the job market. It includes information on understanding the job search process, self-assessment for lawyers, job prospecting, approaching contacts and refining your resume.

### **Later in Life Lawyers**

Author: Charles Cooper

A resource for students who would be considered “non-traditional” (older law students, or those not going to law school straight from college), as well as traditional students interested in another perspective on the journey through law school.

### **Law Students: How to Get a Job When There Aren't Any**

Author: William C. Carey

This book addresses types of legal employers, cold-calling, problems peculiar to the first and second year summer job search, summer jobs as marketing tool, appearance-building, investigation and contact of employers, interviewing, and writing. The book proceeds step-by-step through the job search and deals with specific problems faced in the job hunt at various stages.

### **The Lawyer's Career Change Handbook: More than 300 Things You Can Do With a Law Degree**

Author: Hindi Greenberg

This resource discusses the extreme changes in the legal profession and the increased uses for a law degree. It provides an opportunity to look afresh at various career considerations and options, whether inside or outside of law.

### **The Legal Career Guide: From Law Student to Lawyer**

Author: Gary A. Munneke

This book is a hands-on manual for law students who are entering the job market during or after law school. It provides guidance on planning for a legal career, making choices, understanding the marketplace for legal services, and going through the job search which includes where to look for help, packaging yourself, researching employers, and building networks.

### **National Directory of Prosecuting Attorneys**

Author: National District Attorneys Association

A national listing of addresses, telephone and fax numbers of prosecuting attorneys in each state compiled by the National District Attorneys Association (NDAA). Also visit [www.ndaa-apri.org](http://www.ndaa-apri.org).

### **Navigating Detours on the Road to Success: A Lawyer's Guide to Career Management**

Author: Kathleen Brady

This book offers a simple, five-step career planning process enabling lawyers to manage their professional lives and enhance their personal lives.

**Objection Overruled: Overcoming Obstacles in the Lawyer Job Search (2 copies)**

Author: Kathy Morris

Presented by the ABA Career Resource Center, this book helps to identify the common issues and obstacles and the ways to surmount them that are conditions precedent to a strong and successful job search. Attorneys will find concrete help with self-assessment and attitudinal issues, as well as practice guidance on the nuts and bolts of the job search process.

**Paralegal Compensation and Benefits Report**

Author: National Federation of Paralegal Associations, Inc.

This report provides a basis for understanding the demographics, compensation and benefits of the paralegal profession. It also measures those aspects in the work environment that affect the satisfaction levels of paralegals.

**The Perfect Legal Job Search**

Author: J. Murray Elwood

A guide to the best ways to do a legal job search, how to prepare for an interview without worrying about tricky questions, how to find a new job when no firms seem to be hiring, how to sell your skills with accomplishment stories, and how to find the job-search advice you really need to define your goals.

**The Perfect Legal Resume**

Author: J. Murray Elwood

This handbook provides guidance on how to find the creative links that exist between what you write on your resume and how you present yourself to prospective employers and explains how to create a good resume to better prepare and market yourself during the job search and interview process.

**Planet Law School: What You Need to Know (Before You Go)...But Don't Know to Ask**

Author: Atticus Falcon

This book is a must-read for those planning to go to law school and those already in law school. It gives pointers on how to survive an education that is unlike any academic experience you've had before.

**Real People Working in Law**

Author: Blythe Camenson

This book provides an insider's view of the diverse careers available in the legal field, including court staff, paralegals, legal secretaries, private detectives and investigators, attorneys, and judges.

**The Right Moves: Job Search and Career Development Strategies for Lawyers**

Author: Valerie A. Fontaine

The author shares proven secrets for success for lawyers at all stages of their careers, whether searching for a job or looking to position themselves within their current organization.

### **So You Want to Be a Lawyer: A Practical Guide to Law as a Career**

Author: Law School Admission Council Inc.

Find out all about what it's like to be a lawyer, information and advice on choosing the school that's right for you, the law school admissions process, financial aid, what you can expect in law school, taking the bar and finding a job.

### **Vault Guide to Bankruptcy Law Careers**

Author: Seth Stuhl

This guide provides the inside scoop on major types of bankruptcy practices, including work representing companies, creditors, the government, consumers filing for bankruptcy and more as well as a detailed look at the lifestyle of a bankruptcy attorney.

### **Vault Guide to Labor and Employment Law Careers**

Author: Timothy Grubb

This guide provides information on the types of cases in labor and employment law including discrimination litigation, wrongful termination, trade secrets and more. It breaks down the type of employment litigation practices, including management/defense counsel, plaintiffs' counsel, and in-house counsel.

### **Vault Guide to Litigation Law Careers**

Author: Neeraja Viswanathan

This book provides an overview of litigation basics, including lawsuits and trials, and the court system. It provides an inside look at the major litigation career paths, including the large law firms, boutiques, work as a D.A., a U.S. attorney, and a public defender. Provides the scoop on the hiring process – from law school, internships, the bar exam and beyond.

### **Vault Guide to Tax Law Careers**

Author: Shannon King Nash

This guide provides information on the typical days in the life for professionals at law firms, the IRS and accounting firms, key tax doctrines and concepts, and a look at educational options.

### **What Law School Doesn't Teach You But You Really Need to Know**

Author: Kimm Alayne Walton

This book provides advice from hundreds of lawyers and career experts from all over the country. You'll learn how to gain the respect and admiration of your colleagues – and you'll see how to avoid the innocent mistakes that can torpedo your reputation.

## **Shelf 13 – Organizational Directories**

### **AILA Membership Directory & Resource Guide**

Author: American Immigration Lawyers Association

A resource guide for conference dates, member index, national committees, and federal office information.

### **Associations Yellow Book**

Author: Leadership Directories

A directory of major trade and professional associations with listings of over 45,000 officers, executives, and staff, with titles, affiliations, education, telephone numbers, and fax numbers.

### **Directory of Expert Witnesses and Consultants**

Author: NLJExperts.com

This edition contains more experts, in-depth resumes, expanded index and web access.

### **Directory of Law Teachers**

Author: Association of American Law Schools

Data in the Directory is based entirely on the information supplied by law school deans and individual teachers to the Association of American Law Schools.

### **Directory of Legal Search Consultants (2008)**

Author: National Association of Legal Search Consultants

A directory of members of the National Association of Legal Search Consultants who perform attorney search consulting in the US, Canada, and abroad.

### **Directory of U.S. Labor Organizations**

Author: Court Gifford

This directory lists 216 labor organizations, with names and phone numbers of top officers in the major organizations.

### **Federal Energy Bar Association Directory**

Author: Federal Energy Bar Association

A directory of FEBA officers and members.

### **Law School Admissions Council Directory**

Author: Law School Admissions Council

This directory contains an alphabetical listing of LSAC-member law school deans, admissions officers, financial aid officers, career placement contacts, minority contacts, and LSAC volunteers.

### **Mid Atlantic Technology Directory**

Author: Potomac Tech Wire

A resource for technology professionals, including technology companies and professional service firms in Virginia, Maryland, Washington, DC, Pennsylvania, Delaware and West Virginia.

## **Shelf 14 – Public Interest**

### **The Comprehensive Fellowship Guide**

Author: Public Service Law Network Worldwide

This publication is a resource for law students and lawyers seeking public interest fellowships.

### **From Paper Chase to Money Chase**

Author: NALP

A report that explores how educational debt prevents law graduates from pursuing public service positions.

### **A Guide to Careers in Community Development**

Author: Paul C. Brophy and Alice Shabecoff

This book describes the many different kinds of community development jobs available, ranging from community organizing and financing housing and new business to redeveloping brownfields. It offers advice on how to break into the field along with guidance in career advancement and lateral movement.

### **The Great Firm Escape: Harvard's Guide to Breaking Out of Private Practice and into Public Service**

Author: Office of Public Interest Advising, Harvard Law School

A practical guide to getting into public service.

### **Harvard Law School: OPIA Specialty Guide (2 copies)**

Author: Office of Public Interest Advising, Harvard Law School

Comprehensive guide for public interest law students.

### **Human Rights Organizations and Periodicals Directory**

Author: Meiklejohn Civil Liberties Institute

This directory is a guide for persons looking for sources of information on improving human rights in the U.S. and abroad. It provides little known resources for lawyers and paralegals working in public interest law.

### **Immigration Detainee Defense Initiative Directory**

Author: ABA

This directory provides information on opportunities for law students to create justice in the lives of detained immigrant and refugee adults and children.

**The Law Firm: Pro Bono Resource Guide**

Author: Pro Bono Institute

This guide is a comprehensive catalog of the pro bono work of major law firms throughout the United States.

**Lawful Pursuit: Careers in Public Interest Law**

Author: Ronald W. Fox

This book contains information on public and private law firms, organizations, and possible public interest career paths.

**Law School Guide to Public Interest Careers**

Author: NALP

This guide contains an overview of public service, a chapter on the structure of public service programs, and sections of public interest fellowships and summer funding, NAPIL, and the Alliance for Justice.

**Law School Public Interest Law Support Programs Directory**

Author: ABA

This directory contains information about activities, funding resources and service opportunities at ABA-accredited law schools throughout the United States and Puerto Rico.

**A Guide to Internships and Fellowships in Reproductive Rights**

Author: Law Students for Choice

A guide for students looking for internships and fellowships with pro-abortion public interest groups.

**National Lawyers Guild Law for the People Disorientation Handbook**

Author: National Lawyers Guild

This handbook is a project of the National Lawyers Guild Foundation in the service of the people.

**National Lawyers Guild Referral Directory**

Author: National Lawyers Guild

This directory lists members and law firms by specialization and concentration.

**Nonprofit Sector Yellow Book**

Volume 1: Summer 2009 Volume 2: Winter 2009

Author: Leadership Directories

A directory that gives you the “who’s who” in the management of leading foundations, universities, museums, and other nonprofit organizations.

**Public Service and International Law**

Authors: Harvard Law School and Yale Law School

Information about legal jobs in the public sector around the world. Includes U.S. government jobs as well as positions with intergovernmental and non-profit organizations and fellowships.

**Public Service Directory: Pro Bono**

Author: Washington Council of Lawyers

A listing of pro bono and public service organizations in the D.C. metropolitan area.

**Public Service in a Time of Crisis**

Author: City Bar Fund

Analysis of the response of the Bar of the City of New York Fund to give legal aid to the victims of the September 11, 2001 terrorist attacks.

**Serving the Public: A Job Search Guide**

Volume 1: United States, Volume 2: International

Author: Harvard Law School

A yearly comprehensive guide to the public interest law search. A handbook and directory for law students and lawyers seeking public interest work.

**Spotlight on Pro Bono and Public Interest Activities in the Philadelphia Area**

Author: Philadelphia Bar Association

This publication is primarily a survey of private law firm pro bono programs, with a description of fellowships available in the Philadelphia community.

**Vault Guide to Law Firm Pro Bono Programs (2 copies)**

Author: Vault Inc.

This guide was developed to provide law students and lawyers with the essential objective information necessary to meaningfully evaluate various law firms' pro bono cultures and activities.

**Vault Guide to the Top Government and Nonprofit Legal Employers**

Author: Vault Inc.

This guide is devoted to government and nonprofit attorneys and includes profiles of 50 of the top employers in the government and nonprofit sector. This guide focuses mainly on federal government and a handful of nonprofit organizations that focus specifically on legal issues.

**Volunteer America**

Author: Harriett Clyde Kipps

This is the standard guide to information on volunteer involvement in specific areas of human services and the physical environment, as well as to training events that may assist volunteers.

**Women's Rights Internship Book**

Author: Career Education Institutes

Guide to legal internships at feminist and women's rights groups.

## **Shelf 15 – Diversity**

### **Career Opportunities for Minority Graduates**

Author: Flagship Publishing Group, LLC

This directory has been designed for the minority college graduate seeking not just employment but a career opportunity.

### **Cleo Edge Magazine: Supporting Diversity in Legal Education**

Author: The Council on Legal Education Opportunity

This magazine uncovers myths about law school admissions, unlocking the LSAT, and features an article “50 Years After Brown v. Board of Education.”

### **The Counselors: Conversations with 18 Courageous Women Who Have Changed the World**

Author: Elizabeth Vrato

Eighteen of the world’s most influential women candidly share their inspiring stories, offer insights on their success, and advise other women on how they might follow their lead.

### **Dear Sisters, Dear Daughters: Words of Wisdom from Multicultural Women Attorneys Who’ve Been There and Done That**

Author: ABA/Karen Clanton

Words of Wisdom from female attorneys. This book provides stories and advice about balancing, mentoring and being mentored, surviving demanding careers in the law, and overcoming the discrimination and exclusion still existing in the profession.

### **Directory of Minority Attorneys**

Author: Minority Law Journal

Includes minority- and majority-owned firms, corporate law departments, and government agencies.

### **Directory of Minority Attorneys**

Author: ALM

A list of minority bar associations, law firms, majority-owned law firms, corporate law departments, and government agencies.

### **The Directory of Minority Judges of the United States**

Author: ABA/Judicial Division – Standing Committee on Minorities in the Judiciary

A complete list of all federal and state judges who are ethnic minorities.

### **Diversity and the Bar Magazine**

Author: Minority Corporate Counsel Association

Published four times a year, this magazine covers diversity efforts in corporate law departments and law firms nationwide.

### **From Slavery to the Supreme Court: The African-American Journey Through Federal Courts**

Author: Just the Beginning Foundation

This book provides biographical information on African-American judges in the federal courts, past and present.

### **Gay Issues in the Workplace**

Author: Brian McNaught

Offers guidance in understanding and responding to the important business concerns of gay issues in the workplace. Contains premises for successfully framing gay issues; an understanding of why people come out and how they do so; explanations of heterosexism and homophobia and of how they impact the workplace; an exploration of what gay people want and need to feel safe, valued, and fully productive; and how to make allies of heterosexual workers.

### **Journal of Legal Education (2 copies)**

Author: Association of American Law Schools

This particular edition of the Journal of Legal Education contains a compilation of several articles collectively titled, "Taking Stock: Women of All Colors in Legal Education."

### **Lavender Road to Success: The Career Guide for the Gay Community**

Author: Kirk Snyder

A research-based guide to succeeding in the workplace as a gay person. Includes information on why it may be advantageous to your career to be out in the workplace and how defining your personal identity as a member of the gay community will help you achieve success.

### **Life on the Color Line: The True Story of a White Boy Who Discovered He Was Black**

Author: Gregory Howard Williams

This book was written by a GW alumnus who served as the Dean of the Ohio State University College of Law. It is the memoir of the author's journey of discovering his African-American heritage after believing he was white for most of his life.

### **Minority Law Journal**

Author: Diversity Publishing Group of American Lawyer Media, Inc.

Published twice a year – the National Directory of Minority Attorneys is also published through this journal. Addresses diversity issues of all kinds and includes surveys of minority hiring at the nation's biggest firms.

### **National Directory of Hispanic Organizations**

Author: Congressional Hispanic Caucus Institute

A directory of organizations that serve and represent the Latino Community.

### **Pathways to Career Success for Minorities: A Resource Guide to Colleges, Financial Aid, and Work**

Author: Ferguson Publishing Company

This book offers essays on legal rights, affirmative action, and mentoring. Also a listing of hundreds of organizations devoted to finding financial aid, colleges and work for minorities.

### **Pathways to Career Success for Women: A Resource Guide to Colleges, Financial Aid, and Work**

Author: Ferguson Publishing Company

This publication includes scholarships, professional organizations, web sites, and publications as well as a listing of hundreds of organizations devoted to the educational and career advancement of women.

### **Presumed Equal: What America's Top Women Lawyers Really Think About Their Firms**

Author: Suzanne Nossel and Elizabeth Westfall

Women lawyers answer the following questions: Are women as likely as men to advance to partnership? Is the firm a comfortable place for women to work? Are part-time and other alternative work arrangements viable options for women? Are there women in positions of real power?

### **Profiles of Minority Attorneys in Specialty Practices**

Author: NALP – Employment Diversity and Opportunity Committee

This book presents profiles of a few of the minority attorneys who have achieved success in specialty practices. The profiles demonstrate the many innovative and creative ways professional goals have been attained.

### **Rebels in Law: Voices in History of Black Women Lawyers**

Author: J. Clay Smith, Jr.

This book tells how black women came to the practice of law, the challenges they faced as women and as blacks in making a place for themselves in the legal profession, their fight to become legal educators, and their efforts to encourage other black women and black men to come to the practice of law.

### **Sexual Orientation in the Legal Job Search: Articles and Resources**

Author: Various

A compilation of resources of interest in the area of sexual orientation in the workplace and legal job market.

### **Sexual Orientation in the Workplace: Gay Men, Lesbians, Bisexuals & Heterosexuals Working Together**

Author: Amy J. Zuckerman & George F. Simons

This publication provides an effective tool to assist organizations in making the workplace a positive environment for workers of all sexual orientations. Contains exercises that will help to develop skills for working realistically and effectively with diverse colleagues.

### **Vault Guide to Conquering America for Women and Minorities**

Author: Vault Inc.

This guide includes information on categorizing the corporate world, organization and time management skills, managing relationships, fitting into corporate America as a minority, troubleshooting common problems, and more. Also available at Vault.com.

### **Vault Guide to Law Firm Diversity Programs**

Author: Vault Inc.

Provides diversity profiles on 150 major law firms, statistics on the number of minority, women and GLBT attorneys at each level (associate, non-equity partner, partner) for each firm, and firm descriptions of initiatives for diversity recruiting and mentoring.

### **Visible Invisibility: Women of Color in Law Firms**

Author: ABA Commission on Women in the Profession

A report done by the ABA Commission on Women in the Profession which seeks to further understand the lives and experiences of minority women attorneys. Data was gathered using survey data as well as focus groups. Based on the study, the commission makes some suggestions to law firms as to how to better their diversity efforts.

## **Shelf 16 – Corporate**

### **ACC: Becoming In-house Counsel: A Guide for Law Students and Recent Graduates**

Author: Association of Corporate Counsel

Practical information for law students and recent graduates about the role of in-house counsel and how to pursue a career in that field.

### **ACC: New to In-house Practice**

Author: Association of Corporate Counsel

The purpose of this resource is to assist corporate counsel new or relatively new to in-house practice understand their duties. By comparing in-house counsel work to work in law firms and government agencies, lawyers considering going in-house can learn what to expect from an in-house position.

### **Business Lawyer's Handbook**

Author: Clifford Ennico

Written by an attorney who has practiced commercial, corporate, and international law, this book explains the work of business lawyering.

### **CEO Job Opportunities Update**

Author: CEO Update

Job listings published every other week for professionals in associations, foundations, and societies.

### **Corporate Counsel Magazine**

Author: American Lawyer Media

Published monthly featuring relevant and current information in the corporate world.

### **Corporate Yellow Book**

Author: Leadership Directories

A directory of the people who manage, direct, and shape the largest public and privately held companies in the U.S.

### **Directory of Corporate Counsel Volume I and II**

Author: Aspen Publishing

This two volume directory identifies over 5,000 parent companies, subsidiaries and divisions of corporate companies with law departments. Included is a listing of over 25,000 individuals who work in a legal capacity for publicly-held corporations, privately-controlled business, utility, and insurance companies, as well as similar listings for financial institutions and government organizations with business-type functions. Updated yearly.

### **Financial Yellow Book**

Author: Leadership Directories

A directory of U.S. financial institutions, it keeps users up-to-date on mergers, acquisitions, and personnel changes at the full range of financial firms.

### **National Directory of Corporate Public Affairs**

Author: Columbia Books, Inc.

Directory of public affairs operations for U.S. corporations, including the areas of public relations, community affairs, government relations, regulatory compliance, political action, charitable contributions, investor relations, consumer affairs, issues management, and risk analysis.

### **Vault Guide to Corporate Law Careers**

Author: Vault

Comprehensive guide to practicing corporate law. Also available by accessing Vault.com through the CDO website.

## **Shelf 16 – Criminal Law**

### **Directory of Legal Aid and Defender Offices in the United States and Territories**

Author: National Legal Aid and Defender Association

A resource listing of legal aid and public defender offices nationwide provided by NLADA, the voice and resource for today's equal justice community.

### **How to Get a Job in a Prosecutor's Office / How to Get a Job in a Public Defender's Office**

Author: University of Virginia School of Law Mortimer Caplin Public Service Center

These two packets are designed to help students decide if a career in a prosecutor's or public defender's office is right for them, and to assist committed students in successfully getting a job.

### **The Public Defender Experience: A Student Career Guide Into the Heads and Hearts of America's "Real Lawyers"**

Author: Bradley M. Bittan

A valuable resource for graduating students who possess an interest in criminal law and a desire to help the less fortunate.

### **Trial Technique: Predicate Questions**

Author: National District Attorneys Association

This guide provides examples of ways lawyers should question witnesses during trial.

## **Shelf 17 – Bar Exam/Bar Review**

### **The Bar Examiner**

Author: National Conference of Bar Examiners

Published four times a year as a service to courts, academia, bar admission administrators, members of bar examining boards, character committees, and others with special interest in the bar admission process.

### **Business Organizations**

Author: West Bar Review

A resource to help law students prepare for the bar exam with a focus on agency, partnership, corporations, and limited liability companies.

### **Compilation of Bar Exam Questions and Answers**

Author: The Institute for Bar Review Study

These books provide a variety of actual bar exam questions and, in some cases, official answers.

### **Comprehensive Guide to Bar Admission Requirements**

Author: National Conference of Bar Examiners / ABA Section of Legal Education and Admissions to the Bar

This guide contains several charts covering various aspects of bar admission and requirements.

### **Patent Agent's Exam**

Author: Institute for Patent Studies/PATBAR.COM

Disseminates information about the registration examination in the U.S. Patent and Trademark Office (USPTO).

### **You Can Pass Any Bar Exam: A Step-by-Step Guide to Success**

Author: Edna Wells Handy

Written by a law professor, this book is designed to help law students do everything they can to improve their chances of passing the bar exam. It includes sample bar exam questions, examples of daily and monthly schedules, listings of bar admission information for states and territories, and evaluations of selected bar review courses.

## **Shelf 18 – Entertainment/Media/Sports**

### **Agents of Opportunity: Sports Agents and Corruption in Collegiate Sports**

Author: Kenneth L. Shropshire

This book examines the history of the sports-agent industry, the development of college sports, and the rules and laws that have developed to regulate them. It describes the options available to attorneys who are interested in practicing sports law.

### **Careers in Sports Law**

Author: Kenneth L. Shropshire

This book has chapters on the essential substantive law of sports lawyering, possible representative positions in the field, and the work environment and lifestyle.

### **Entertainment Law Careers, Second Edition**

Author: William D. Henslee

This book is designed to give students and beginning practitioners practical information on choosing and following career paths in the practice of law with an emphasis in entertainment law.

### **Entertainment Power Players, Second Edition**

Author: Dackeyia Q. Sterling

Directory of the Television, Motion Picture, and Music Businesses. Contains 5,000 contacts in more than 70 categories.

### **How to Build and Manage an Entertainment Law Practice**

Author: Gary Greenberg

This book provides guidelines, tips, and examples on building and managing an entertainment law practice. It addresses a variety of issues in establishing a successful entertainment law practice, including networking and finding new clients.

### **Media Companies: Get Inside Today's Hottest Industry**

Author: Peterson's Education Center

A current and comprehensive source for job seekers, investors, and business executives. Industry information from forecasts to sales rankings with important company statistics, addresses, web sites, and sales figures. Overviews of more than 700 public and private media companies worldwide.

### **The Music and Entertainment Industry Internship Guide for Undergraduate and Graduate Students**

Author: Entertainment Media Consultants

This guide is divided into two segments, each arranged alphabetically by geographic location. The first section, The Print Media, contains internship programs with newspapers and magazines nationwide. The second section, Broadcast Media, contains listings from television stations and networks coast to coast.

**News Media Yellow Book**

Author: Leadership Directories Inc.

A personnel directory of national news media organizations.

**The Sports Business Directory: The Official Who's Who Directory of the International Sport Summit**

Author: E.J. Krause & Associates, Inc.

This directory is designed to provide its users with a user friendly and easy-to-read reference guide to the sports business industry. Includes survey data on over 10,000 companies in the sports industry.

**The Sports Business Directory Addendum**

Author: E.J. Krause & Associates, Inc.

The addendum contains all of the changes that have taken place in the sports industry since the previous Sports Business Directory publication. Over 13,000 changes including updated company names and personnel changes.

**The Sports Lawyers Association Membership Directory**

Author: Sports Lawyers Association

A directory of sports lawyers and their contact information. For more information, visit [www.sportslaw.org](http://www.sportslaw.org).

**The Sports Lawyers Journal**

Author: Sports Lawyers Association

A scholarly journal for sports lawyers.

**Vanderbilt Journal of Entertainment Law and Practice**

Author: Vanderbilt University School of Law

A scholarly journal for entertainment and sports lawyers.

**Vault Career Guide to Media and Entertainment**

Author: Vault Inc.

A comprehensive guide to the entertainment industry and careers. Also available on [Vault.com](http://Vault.com).

**Shelf 18 – Environmental****The Big Green Internship Book: Internships and Summer Jobs for the Environment**

Author: Internship Series Online

A listing of environmental internships and summer jobs nationwide with contact information, organization descriptions, internship descriptions, and requirements. Can also be accessed online by going to [www.internships-usa.com](http://www.internships-usa.com) – see CDO Library for username and password.

### **Carroll's Corporate Environmental Directory**

Author: Carroll Publishing

This directory is a networking tool for the business community and others concerned about environmental issues. It contains listings of the top 2,000 U.S. corporations that have at least one senior officer with environmental responsibilities; consulting firms that have an acknowledged role in advising or assisting corporations in resolving environmental problems; business and trade associations with a vested interest in environmental subjects and legislative matters; non-profit organizations; environmental lobbyists; centers of research; centers of information; and government agencies.

### **The Complete Guide to Environmental Careers in the 21<sup>st</sup> Century**

Author: The Environmental Careers Organization

This guide is a completely revised and updated edition of what has become the standard reference on environmental careers. Provides valuable tips on career search strategies and resources on careers in fishery and wildlife management, parks and outdoor recreation, air and water quality management, education and communications, hazardous waste management, land and water conservation, solid waste management, forestry, planning and energy.

### **Conservation Directory**

Author: National Wildlife Federation

A list of organizations, agencies, and officials concerned with natural resource use and management.

### **The Directory of Environmental Websites**

Author: U.S. Environmental Directories, Inc.

This directory contains over 1000 major website listings of organizations, directories, networks and services involved in environmental work at the regional, national and international level.

### **Ecology Law Quarterly**

Author: Boalt Hall School of Law, UC Berkeley

A scholarly journal on ecology, environment and natural resource issues produced by the Boalt Hall School of Law at UC Berkeley.

### **Environmental Law Careers Directory by Ecology Law Quarterly**

Author: Boalt Hall School of Law, UC Berkeley

This directory includes information on 150 non-profit organizations, government offices, and private firms that provide career opportunities in environmental law.

### **Law and Business Directory of Environmental Attorneys**

Author: Prentice Hall Law and Business

This fourth edition includes information on over 10,000 attorneys engaged in the practice of environmental law, and more than 4500 law firms, companies and regulatory agencies with which the attorneys are affiliated.

## **Yale Law School Career Development Office – Environmental Law Binder**

Author: Yale Law School Career Development Office

This informational binder includes an overview of environmental law, personal narratives, government environmental organizations, non-profit environmental organizations, environmental fellowships and electronic resources.

## **Shelf 21 – Alternative Careers**

### **The Academic Job Search Handbook**

Author: Mary Morris Heiberger and Julia Miller Vick

Advice on all aspects of job-seeking in an increasingly tight academic market. Includes a timetable for the application process; examples of illegal or odd interview questions; how to negotiate offers, start a new job, seek tenure, and everything in between.

### **Alternative Careers for Lawyers**

Author: Hillary Mantis

Lawyers have the highest depression rates, lowest popularity ratings, and longest hours of almost any profession. This book was written to aid those in the legal profession who are disillusioned by the realities of law practice and want to get into a different type of career.

### **Beyond L.A. Law: Break the Traditional “Lawyer” Mold: Inspiring Stories of People Who’ve Done Fascinating Things with a Law Degree**

Author: Janet Smith

Stories from legal professionals outside of the traditional fields. Examples include an attorney who represents baseball in Australia, a director of a non-profit agency, and a sports lawyer.

### **Breaking Traditions: Work Alternatives for Lawyers**

Author: ABA Section of Law Practice Management

This book handles a variety of issues including: new issues in an evolving culture, defining and creating a new culture, opportunities for change within the traditional law office, practical strategies for implementing change, alternatives to law firm practice, alternatives to traditional practice, and current problems and innovative solutions.

### **For All You’re Worth: Getting that Academic Job in Today’s Market**

Author: Beth Maclay Doriani

A practical guide on getting an academic job written for aspiring academicians in all fields. Includes tips for preparing the dossier, interviewing at conferences, telephone screening interviews, and salary negotiation.

### **From Navy Blue to Corporate Gray: A Career Transition Guide for Navy, Marine Corps and Coast Guard Personnel**

Author: Carl S. Savino and Ronald L. Krannich

A career transition guide for Navy, Marine Corps, and Coast Guard personnel. Provides information for finding job opportunities on the Internet.

### **The Harvard Business School Guide to Careers in Finance**

Author: Harvard Business School

This all-in-one guide details the trends in finance, describes the industry's vast and varying career opportunities, and provides guidance on the recruiting process.

### **The Harvard Business School Guide to Careers in Management Consulting**

Author: Harvard Business School

This guide identifies career opportunities at the leading management consulting firms and provides insider information from the Harvard Business School faculty, students, and alumni.

### **Hidden Job Market**

Author: Peterson's Education Center

This guide delivers data and top-notch support for seasoned professionals and first-time job seekers aiming to expand and develop careers during the exciting phases of a corporate growth spurt in technical and non-technical fields of engineering, computers, marketing, and finance. Includes key corporate contacts, sales and employment information, and expert interviewing tips.

### **How to Find a Great Job in the Securities Industry**

Author: Pamela H. Roderick

This resource is for everyone who wonders what it would be like to be a stockbroker or a trader or for anyone who ever wondered what investment bankers do. If you are contemplating career choices in securities, this book will help you learn more.

### **How to Form Your Own Partnership**

Author: Edward A. Haman

A "self-help" law kit with state laws, uniform partnership acts, and sample completed forms for setting up an effective partnership.

### **JD Preferred! Legal Career Alternatives, Volume 4 of Career Opportunities in Ethics and Professional Responsibility**

Author: Federal Reports Inc.

Information about building a legal practice in the extensive ethics and professional responsibility area of law. Includes representative job descriptions and information on credentialing, compensation, and ethics careers in the private and public sectors.

### **Judgment Reversed: Alternative Careers for Lawyers**

Author: Jeffrey Strausser

This guide is sure to be a help to any attorney or law student considering or exploring other career choices in which they can utilize their legal training. Journalism and editorial work, education, marketing, public relations, and finance are just a few of the many fields lawyers can pursue. The author offers advice to lawyers on how to market themselves to prospective employers and clients.

### **The Kuder Book of People Who Like Their Work**

Author: John A. Hornaday and Lucinda A. Gibson

This book was designed to assist people in finding occupations suitable for their interests. It offers various occupation options, what people do in these occupations and what they say about them.

### **Non-Legal Careers for Lawyers**

Author: Gary A. Munneke and William D. Henslee

First-hand accounts of work in specific substantive areas outside of the traditional legal profession and guidance on setting and reaching goals. This book suggests broad areas of non-legal work.

### **The Non-Traditional Legal Careers Report**

Author: Career Education Institutes

This updated book contains job listings for non-traditional legal careers, among other listings.

### **Running from the Law: Why Good Lawyers Are Getting Out of the Legal Profession**

Author: Deborah Arron

Features interviews with successful legal practitioners who left the law and found personal and financial success in other professions. Includes career tips, support options, and online career resources for lawyers.

### **The Six-Figure Consultant: How to Start (or Jump-Start) Your Consulting Career and Earn \$100,000+ a Year**

Author: Robert W. Bly

This book offers a collection of proven strategies and effective methods for revving up any consulting career. It includes step-by-step instructions and tricks of the trade.

### **Turning Points: New Paths and Second Careers for Lawyers**

Author: George H. Cain

A guide for lawyers, young and old, seeking second careers. Chapters cover topics such as "Finding Your Opportunity," "Financial Considerations," "Moving into Private Practice from Other Fields" and "Community Service to the World."

### **Vault Career Guide to Investment Banking**

Author: Vault Inc.

This guide provides inside information about the most prestigious investment banks, what investment banking careers are all about, and how to be successful in investment banking.

### **Vault Career Guide to the Real Estate Industry**

Author: Vault Inc.

This guide includes information on the industry, building your real estate foundation, real estate job search basics, development and more.

### **Vault Guide to the Case Interview**

Author: Vault Inc.

Consulting firms rely on the case interview technique when hiring. This comprehensive guide explains types of case interviews, skills assessed, common problems, and basic concepts. It goes on to provide an in-depth overview of the advanced concepts and frameworks a job-seeker needs to succeed at the case interview.

### **Vault Guide to Finance Interviews**

Author: Vault Inc.

This guide provides inside information on finance interviews, the interviewing process, categories of finance jobs and positions, and how to identify opportunities.

### **What Can You Do With a Law Degree?**

Author Deborah Arron

A lawyer's guide to career alternatives inside, outside and around the law.

### **What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers**

Author: Richard N. Bolles

A guide for students and people who need the basics of job-hunting and those who are contemplating whether to change careers. It helps people define their (work) mission in life.

## **Shelf 22 – Assorted Legal Practices**

### **The American Lawyer Special Report: The Future of Litigation**

Author: The American Lawyer and Corporate Counsel

This special report is an effort to bring some clarity and insight into the state of litigation today and what the prospects for its future might be.

### **Careers in Admiralty and Maritime Law**

Author: Robert M. Jarvis

This book is designed to give students and beginning practitioners information on choosing and following career paths in admiralty and maritime law.

### **Careers in Civil Litigation**

Author: Monica Bay

A guide for students and beginning practitioners pursuing a career in civil litigation

### **Careers in Labor Law**

Author: Ellen Wayne

Practical information on choosing and following career paths in labor law.

### **Careers in Tax Law**

Author: American Bar Association Section of Taxation

A collection of essays written by members of the ABA Section of Taxation. The topics cover common questions a law student may ask about a career in tax law such as why one might decide to specialize in tax law or what the work of a tax lawyer is like on a day to day basis.

### **Family Law Careers**

Author: Sara Vlajcic

Information to guide students considering a career in family law.

### **Hine's Insurance Counsel: Directory of Insurance and Transportation Attorneys**

Author: Hine's Inc.

This book is a directory of insurance and transportation attorneys. Hine's Insurance Counsel is the original Insurance Attorney's Directory and was founded in 1908 at the suggestion of the leading Insurance Companies for a medium upon which they could depend in selecting counsel.

### **How to Build and Manage an Employment Law Practice**

Author: Mindy Farber

This guide takes you from the decision to become an employment law specialist to determining whether to go solo or take on partners, where to locate, marketing strategies, handling client case intake, keeping clients happy, managing workload, consulting other lawyers, evaluating cases, choosing office space and equipment and managing finances.

### **How to Build and Manage an Estates Practice**

Author: Daniel B. Evans

This book helps you define the focus of your practice and manage it for maximum efficiency. It includes practical advice and tools to draft the necessary documents.

### **How to Build and Manage Personal Injury Practice**

Author: K. William Gibson

Tactics, technology, and practical tools necessary for a profitable personal injury practice.

### **Job Opportunities: Health and Science**

Author: Peterson's Education Center

This book provides information about 2,000 growing U.S. companies in health- and science-related industries.

### **Legal Times – Practice Focus Features**

Author: Legal Times

The Legal Times regularly publishes in-depth features of various practice areas. The Resource Library has the following Practice Focus Features: Antitrust, Biotech, Energy Law, Family Law, Food and Drug Law, Government Contracts, Homeland Security, Insurance Law, Labor and Employment, Litigation, New Associates, Real Estate, Securities and Corporate Governance, and White Collar Crime.

### **Vault Guide to Bankruptcy Law Careers**

Author: Vault Inc.

This guide focuses on the corporate bankruptcy processes of Chapter 11 and Chapter 7 of the Code, and the attorneys who represent debtors, creditors and other interested parties within those proceedings.

### **Vault Guide to Labor and Employment Law Careers**

Author: Vault Inc.

This guide serves as a roadmap to labor and employment law, highlighting the kinds of work attorneys encounter, places where you might practice and how to get started.

### **Vault Guide to Tax Law Careers**

Author: Vault Inc.

This guide offers information and insight into the tax law industry, descriptions of tax lawyers in all shapes and sizes, and taxing trends.

## **Shelf RD – Reference Desk**

### **The American Bench: Judges of the Nation**

Author: Forster-Long Inc.

A comprehensive biographical reference guide to the American Judiciary, covering the distribution of male and female judges throughout the U.S., and all federal and state judiciaries including the District of Columbia and is further divided by level of jurisdiction. It is the only directory combining biographical information on over 18,000 judges from all levels of federal and state courts with jurisdictional, structural and geographical facts on the courts they serve.

### **The ASIL Membership Directory**

Author: The American Society of International Law

A listing of ASIL's 4,000+ members which is professionally diverse, including scholars, practitioners, government officials, judges, corporate officers, media professionals, and others interested in international law.

### **Associate Salary Survey**

Author: NALP

Provides a retrospective view of associate compensation patterns as well as summaries of national salary information for each associate and summer associate year, and base salaries for incoming associates and groups them by firm/office size, region, and population of the metropolitan area. Also details associate and summer associate salaries by year and incoming salaries for 31 individual cities. Includes salary information from firms/offices located outside of the 31 cities. Salary information for intellectual property attorneys also listed

### **Behind the Bench: The Guide to Judicial Clerkships**

Author: Debra M. Strauss

To clerk or not to clerk? This book demystifies the clerkship process. Drawing from experiences of clerks and judges, the author explains all aspects of clerkships – what clerkships are, what kind of work law clerks do, why you should apply, how to find and apply for the type of court and clerkship that would be right for you, how to build a successful application and give a strong interview, and why clerkships give you stellar experience and credentials that prospective employers will actively seek out.

### **BNA's Directory of State and Federal Courts, Judges, and Clerks**

Author: Catherine A. Kitchell/BNA

This reference directory contains a list of state and federal courts, a list of U.S. Courts of Appeals with state jurisdictions, and a chart of federal and state court structures, federal court public access services, and state court bulletin board systems.

### **The Career Counseling Casebook: A Resource for Practitioners, Students, and Counselor Educators**

Author: National Career Development Association

This book provides a tremendous resource to students, practitioners, and counselor educators seeking to learn more about the practice of career counseling. Provides cases and the thoughts of leaders in the field as to how they would work with the clients described in these cases.

### **Career Development Office Student Manual**

Author: GW Law Career Development Office

Designed to be a useful reference throughout your law school career at GW Law. It includes detailed information and resources regarding a variety of traditional and alternative legal careers, self-assessment tools to guide you in deciding on a career path and what employers are looking for in job applicants, timelines using the CDO for your job search process, a description of CDO services, and networking, resume and cover letter tips and examples.

### **Careers in International Law: A Guide to Career Paths and Internships in International Law**

Author: The American Society of International Law

This guide is a compilation of personal reflections, advice, and internship information and explores some of the different avenues that can be taken by students and practicing attorneys wishing to pursue a career in the field of international law.

### **Directory of U.S. Labor Organizations**

Author: BNA

This directory provides vital information about unions in the United States and gives a basic overview of organized labor's structure, composition, and leadership. Approximately 30,000 local, intermediate, state, national, and international labor organizations, representing millions of workers in the private and public sectors, are identified in this directory.

### **Government Honors and Internship Handbook**

Author: University of Arizona James E. Rogers College of Law

Updated constantly, this handbook is a comprehensive listing of government honors programs and internships at the federal and state level.

### **Human Rights Internship Book**

Author: Career Education Institute

This guide provides internships information in the area of human rights throughout the United States focusing on violations of human rights.

### **Internships in International Affairs**

Author: Career Education Institutes

This resource contains information about over 20 organizations with internship opportunities abroad and over 100 organizations representing all parts of the international community.

### **Internships with America's Top Companies 2009**

Author: Career Education Institutes

This resource lists some of America's largest companies by state, including Wal-Mart, Apple Computers, Microsoft, Marriott International, etc. A description of internships opportunities at each company are given along with information such as the preferred major of interns, how many interns are hired, the amount of the stipend (if any), and application information.

### **Jobs and JD's: Employment and Salaries of New Law Graduates**

Author: NALP

This book answers a host of questions on what recent law school graduates earn and where they find jobs. Answers questions such as "What types of jobs do recent law graduates obtain?," "What do they earn?," "What geographic patterns emerge in employment?," "How do employer types and salaries vary with racial and ethnic factors – and with gender and age?"

### **KSA Sampler: A Companion to the KSA Workbook (2 copies)**

Author: Federal Research Service

A solution for "writer's block." Includes dozens of KSA responses to get you started in the right direction for your federal job search.

### **KSA Workbook: A Guide to Presenting Your Knowledge, Skills and Abilities (2 copies)**

Author: Federal Research Service

A guide to presenting your knowledge, skills and abilities. Learn what an agency really wants from you and how to successfully write your KSA responses in your federal job search.

### **Legal Services Internships 2009**

Author: Career Education Institutes

This resource lists legal service internships by state and gives a description of each organization and internship along with application requirements and contact information.

### **Legal Times Directory of Metro D.C. Law Offices**

Author: Legal Times/ALM

A directory of law firm listings for the District of Columbia, Suburban Maryland and Northern Virginia. It includes an index which presents firms by practice area. Also available on CD ROM in the Resource Library.

### **Member Handbook and Membership Directory – NALP**

Author: NALP

A membership directory for NALP law schools, legal employers, individuals, and resources. Also includes NALP's mission, principles and standards. Can also be found on NALP.org.

### **NALP Directory of Legal Employers**

Author: NALP

Includes law firms, public interest, governmental agencies, and corporations. For law firms – starting salaries, number hired yearly, primary practice areas, diversity efforts, hiring partners to contact, and more.

### **The Official Guide to Legal Specialties: An Insider's Guide to Every Major Practice Area**

Author: Lisa L. Abrams

This book provides insights and expertise of top practitioners in 30 major specialty areas. They discuss a variety of topics from skills important in different specialties, the most helpful law school classes and extracurricular activities for clients, and work environments in all types of settings.

### **Patterns and Practices: Measures of Law Firm Hiring, Leverage, and Billable Hours**

Author: NALP

This report, using information supplied by more than 1,000 law offices, details the hiring of entry-level associates, summer associates, and lateral lawyers. Data was drawn from the NALP Directory of Legal Employers and offers valuable perspectives at the national, regional, state, and city level on hiring trends, comparisons of expected and actual hiring, summer program yields, average associate hours worked and hours billed, and partner/associate ratios. Updated information on NALP.org.

### **Public Sector and Public Interest Attorney Salary Report**

Author: NALP

Research on public sector and public interest attorney salaries – the first research undertaken by NALP that specifically focuses on public sector salaries. Provides information on salaries by years of experience for attorneys at five types of organizations: civil legal services organizations, public defenders' offices, local prosecuting attorney's offices, offices of attorneys general, and other public interest organizations such as those involved with civil liberties, children, and advocacy issues.

## **Scholarships, Fellowships and Loans: A Guide to Education-Related Financial Aid Programs for Students and Professionals**

Author: Thomson Gale

This edition provides access to more than 8,600 sources of education-related financial aid for students and professionals at all levels and ranges from undergraduate and vocational/technical education through post-doctoral and professional studies.

## **Starting Salaries: What New Law Graduates Earn**

Author: NALP

Updated information in the Associate Salary Survey publication and online at [NALP.org](http://NALP.org).

## **Various Shelves – Newspaper/Magazine/Newsletter Subscriptions**

CEO Update

Corporate Counsel Magazine

Environmental Career Opportunities (old editions)

Federal Career Opportunities

Human Resource Executive

International Career Employment Weekly

Kiplinger's Personal Finance

Lawyers USA

Lawyers Weekly USA

Legal Affairs (out of print)

Prince George's County Bar Association News Journal

Roll Call – The Newspaper of Capitol Hill

The American Lawyer

The Chronicle of Higher Education

The Legal Times

The National Jurist Magazine

The National Law Journal

Washington Business Journal

Washington Lawyer – The Official Journal of the District of Columbia Bar (old editions, can be accessed online at [www.dcbbar.org/for\\_lawyers/washington\\_lawyer/](http://www.dcbbar.org/for_lawyers/washington_lawyer/))

## **Online Subscriptions and Resources**

-Contact the CDO for usernames and passwords to these subscriptions:

**CEO Update** – <http://www.ceoupdate.com/login.htm>

**Chronicle of Higher Education** – <http://chronicle.com>

**Diversity Inc.** – <http://www.diversityinc.com>

**FedJobs.com** – <http://www.fedjobs.com>

**Government Honors Handbook** – <http://www.law.arizona.edu/career/honorshandbook.cfm>

**Internship Series Online** – <http://www.internships-usa.com>

**LawCrossing** – <http://www.lawcrossing.com>

**Leadership Directories** – <http://www.leadershipdirectories.com>

**Lexis.com Career Resources** – <http://www.lexis.com>

**NALP Directory** – <http://www.nalp.org>

**Non-Traditional Legal Career Report** – <http://www.nontradlegal.com>

**Opportunities in Public Affairs** – <http://www.brubach.com/opawebversion/opa.htm>

**PSLawNet** – <http://pslawnet.org>

**Vault Career Library** – <http://www.law.gwu.edu/cdo> under Info for Students – Internet Links

**Vermont Guide to State Judicial Clerkships** – <http://www.vermontlaw.edu/career/guides>

**Westlaw.com Career Resources** – <http://lawschool.westlaw.com>

## **Telephone and Other Contact Directories**

The CDO keeps copies of area telephone directories for student use. Other online telephone directories can be found by going to any of the following websites:

*Telephone/Address for Personal and Business Listings:*

[www.anywho.com](http://www.anywho.com)

[www.switchboard.com](http://www.switchboard.com)

[www.yellowpages.com](http://www.yellowpages.com)

*Lawyer, Law Firm, Legal Institution, Company Listings:*

[www.martindale.com](http://www.martindale.com)

[www.nalp.org](http://www.nalp.org)

[www.lawyers.com](http://www.lawyers.com)

[www.lawfirmdirectory.org](http://www.lawfirmdirectory.org)

[www.findlaw.com](http://www.findlaw.com)

[www.hoovers.com](http://www.hoovers.com)

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Do What You Love, The Money Will Follow: Discovering Your Right Livelihood	2
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