

What the CDO Can Do For You!

The CDO offers a variety of services, programs and resources to help you make the most of your legal career - below is an overview of some of the most important ones!¹

Services

Career Counseling Sessions

Each section is assigned a particular Career Counselor in the Career Development Office. Your counselor will help you figure out what your skills and interests are, where you might want to work during your first summer, when you should start applying for jobs, what a legal resume and cover letter should look like, which internships you might consider applying for throughout law school, and of course, what you want to do with your forthcoming law degree.

Our counselors are great resources – most of all because they know *exactly* how you feel! All of our counselors have law degrees and significant legal experience in a variety of *practice settings* including large and small law firms, in-house counsel, government and non-legal positions. They also worked in a variety of *practice areas*, including litigation, corporate, banking, housing, family law, white collar criminal defense, telecom and many other exciting areas!

To set up a time to meet with your counselor, call or stop by the CDO and we'll set up a half-hour appointment at a time that works for you.

Mock Interviews

Our counselors understand the legal market and can help you prepare for an upcoming interview by posing as your potential employer and giving you a “mock interview.” To take advantage of this excellent service, call or stop by the CDO!

Programs

Throughout the year, the CDO hosts all sorts of programs to help you make the most of law school. Be sure to keep your eyes on emails from the CDO, *Noteworthy* (the CDO's bi-weekly newsletter) and flyers and posters throughout the school for new programs!

Resources²

Job Postings

The CDO maintains an on-line job bank for GW Law students and alumni only. This job bank is accessible via Symplicity. If you need help accessing Symplicity, please contact the CDO.

¹ The CDO is available to students pursuant to CDO Policies and Procedures, which are available in Appendix M.

² *Note: after your first-year*, you may be able to use some of the career resources available at other law schools under a policy known as Reciprocity. A copy of the CDO's Reciprocity Policy is available in Appendix N.

Online Resources

The CDO can help you access numerous useful websites that contain job postings, career advice and general information about the legal market.

Handouts

We have prepared handouts on a range of topics relating to your career search. These handouts are short and straightforward and provide an overview of various practice settings and practice areas. The CDO also has a variety of handouts relating to the nuts and bolts of a legal job search – how to network, how to write resumes and cover letters, how to write a thank-you note, etc. These handouts are available on our [website](#) or in the Career Resource Library (more on that below).

Noteworthy

The CDO publishes *Noteworthy*, a bi-weekly e-newsletter with information about programs, events, public interest news, fellowships, pro bono information, judicial clerkship news, diversity outreach, and more! *Noteworthy* is also available on the Law School Portal.

Alumni Career Advisor Network

The Alumni Career Advisor Network is comprised of alumni who practice in diverse legal settings across the country and who have volunteered to serve as informational resources. CDO counselors can utilize this database to connect students and graduates with Alumni Career Advisors who can provide advice and information on particular practice areas, specific employers, and/or geographic areas. For additional information about the Network, please contact the CDO.

Career Resource Library

The CDO includes a fully-staffed Career Resource Library, which is located in Burns 310. The Library contains resources about everything from figuring out what you want to do with your life to negotiating your first starting salary. Be sure to check out the Bibliography on the [CDO website](#) or swing by the Resource Library and our Resource Librarian will be happy to give you a tour!

Office Services

Students and alumni may use the CDO facilities for career-related tasks including:

- Faxing;
- Light photocopying;
- Phone calls;
- Videoconferencing.

If you need help with any of these services, please contact the Resource Librarian.