



**The George Washington University Law School
Career Development Office**

2009 Student Career Guide

***Everything You Need to Know to Launch the Legal
Career of Your Dreams!***

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Career Development Office
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CDO – Not Just Another Washington Acronym!

We at the Career Development Office (CDO) are so excited to welcome you – *finally* – to GW Law!

In the months since you started, we have been working feverishly to get ready to help you navigate all of the wonderful professional options you will have during and after law school! Before we begin this festive journey, a few points:

- 1. What does the “D” stand for?** The “Development” in Career Development Office may have tipped you off to the fact that the CDO’s primary mission is to help you figure out what you want to do and how to develop a career plan that helps you accomplish your professional goals! As much as we would like to, we can’t “place” you in your perfect job – but we’ll do everything we can to help you find it!
- 2. Free to all law students – your own individualized career advice!** This Guide contains all of the essentials you will need to launch a rewarding and exciting career; but career planning is a many-splendored – and individualized thing! Be sure to meet with your assigned counselor to talk through your career goals and create your very own personalized career plan!
- 3. A little thing called classes.** Charting your legal career path is an exciting thing to do – but there is one thing that even we at the CDO think you should prioritize first: *your legal education!* Your classes and academic responsibilities should be your highest priority – especially during your first year. The good news is that the CDO can help you get your career off on the right foot without compromising your coursework!

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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.

When to Use the CDO: Suggested Timeline for the 1L Job Search

As a famous politician once said: "early and often!"

October

- NETWORK!
- Learn about various practice areas at the "Practice Area Exploration" Conference on *October 30, 2009!*
- Attend CDO orientation section meeting
- Complete self-assessment exercises

November

- NETWORK!
- After *November 1*, meet with your Career Counselor
- Learn about the nuts and bolts of the 1L job search by attending the "A Common Sense Primer on Job Search for 1Ls" presented by Professor Kieff on *November 6, 2009!*
- Prepare your resume and cover letter
- Obtain unofficial copies of your transcripts from your prior schools
- Identify and get permission from individuals you would like to list as references
- Research possible employers
- Receive password and instructions for accessing Symplicity

December/Early January

- NETWORK!
- Draft and finalize resumes and cover letters
- Research employers; monitor Symplicity for opportunities
- For large firms and other positions with early deadlines: send out resumes and cover letters after *December 1*
- For all other employers: mail out applications over winter break
- Arrange for informational interviews with attorneys over winter break
- Attend 1L receptions hosted by legal employers
- Let family and friends know you are looking for a legal job for the summer

Spring

- NETWORK!
- **Participate in the Mock Interview Program**
- Continue to research employers and monitor Symplicity for opportunities; send out additional applications; check in with your Career Counselor
- Read CDO emails and *Noteworthy*, and attend programs, workshops, networking receptions, job fairs, and panel discussions throughout the semester
- Participate in the GW/Georgetown Public Interest Job Fair, the IP Networking Program, the Government Internship Fair and the Small/Medium Law Firm Recruitment Program.

When to Use the CDO: A Special Note for Evening Law Students

As an evening student, you may have different considerations that affect your career planning. The first issue to think about is whether or not to seek legal experience while in law school. If you choose not to develop legal experience in law school, there are still ways to prepare yourself for a legal career after graduation. Please speak with your Career Counselor to discuss those options in more detail.

If you do want to build legal experience during law school, here are some common approaches:

If You Are Able to Leave Your Current Position:

- During or after your first year of law school, obtain a full-time legal/law clerk position and keep it until you graduate – ideally with an employer you might like to work for after you graduate. This option can be especially useful for students with technical backgrounds who want to pursue careers in patent law, because many IP firms employ law students with technical backgrounds during the academic year.
- Alternatively, you can obtain a full-time law clerk position during or after your first year of law school and keep it until you graduate, but work for different legal employers during the summers.

If You Are Not Able to Leave Your Current Position:

- Stay in your current position, but take sabbaticals from your current job so that you can work during the summers after your 1st, 2nd and/or 3rd years of law school. *It is especially important to work for a legal employer during the summer before your final year of law school.*

What Does a Lawyer Do Anyway?

Legal Practice Areas

We've all seen them on TV – but what do lawyers *really* do? Well, as you'll see in a minute – the best way to find that out is to ask them! We also included a very general overview of the most common categories of legal practice *areas* below. (We'll turn to legal practice *settings* in a minute.)

Litigation

Litigation attorneys advise their clients about all stages of disputes and potential disputes. From deciding whether or not to sue a competitor, to counseling a defendant about whether to accept a plea bargain, litigation attorneys are the ones who keep the court system moving. Most litigation attorneys spend a great deal of time researching and writing about legal issues at the heart of the disputes they're involved in. Litigation attorneys may also counsel their clients about how to avoid and settle disputes.

Corporate

Corporate law is a very broad practice area and is sometimes referred to as transactional law. Firms categorize corporate practices in different ways. For example, some firms might have separate practice groups for corporate finance, real estate or mergers & acquisitions, while other firms include them within a single corporate department. Corporate attorneys advise businesses on their legal obligations, rights and responsibilities in commercial transactions. They advise clients about how to structure a business or evaluate a possible deal. Some of the common responsibilities of a corporate attorney include structuring transactions, drafting and negotiating documents, negotiating term sheets, conducting conference calls and attending meetings in order to negotiate transactions.

Regulatory

Regulatory attorneys represent a variety of clients, from Fortune 500 companies to small businesses, regarding issues before federal, state and local government agencies. Regulatory attorneys help clients comply with various existing regulatory requirements imposed by federal, state and local government agencies. In addition, regulatory attorneys evaluate the potential impact of regulatory developments and rulemaking on their clients' interests. In some cases, regulatory attorneys advocate for changes in proposed regulations or other agency actions on behalf of their clients.

Policy

Although certainly a well-represented group in Washington, D.C., attorneys throughout the country would describe their practice as “policy-oriented.” Policy attorneys advocate for specific federal and state legislative provisions and research and analyze legal and policy issues to help their clients understand existing legislation and what changes, if any, are desirable. Lobbyists and government affairs attorneys, lawyers who work for Members of Congress, Congressional Committees and state legislatures, all fall under this category; as do lawyers who work for trade associations, “think-tanks” and other research institutes.

Legal Practice Settings

It may seem like too fine a point, but a huge part of what makes for a rewarding legal career is finding the right practice setting. Learn about some of the most common ones below – all of these settings are available to litigation, corporate, regulatory and policy attorneys!

Law Firm/Private Practice

Law firms come in all shapes and sizes and do all sorts of work, but they all have one thing in common – they represent clients (companies and individuals) and are for-profit enterprises. 65% of the Class of 2008 worked in this setting following graduation.³

Government

You can find lawyers at all levels of government, working on just about every issue that governments deal with. From the White House to the Alexandria City Council, lawyers are on-hand to help all levels of federal, state and local government (including legislators) execute their mission, which is usually something intended to benefit the public good. Many lawyers also work for government entities in a non-legal capacity. 11% of the Class of 2008 went on to government positions.⁴

Judicial Clerkships

Clerks work for all levels of federal and state judges throughout the country. Clerks typically review all of the motions and pleadings in a pending case and then perform research to help the judge decide how to rule on the relevant issues. 9% of the Class of 2008 became judicial law clerks.⁵

Business/Companies

Almost all companies employ lawyers to perform a variety of work to help the company achieve its business goals. Whether in the general counsel's office or working directly with the sales force, in-house attorneys have a direct impact on the conduct of the companies they work for. Many lawyers also work for companies in a non-legal capacity. 6% of the Class of 2008 works in this setting.⁶

Public Interest Organizations

Public interest organizations provide all types of legal advice to clients – individuals and entities – that could not otherwise afford legal representation. Public interest lawyers work in a variety of capacities throughout the country. For the Class of 2008, 4% of our students joined public interest organizations after graduation.⁷

³ Taken from 2008 NALP Directory of Law Schools, available at: http://www.nalplawsonline.org/ndlsdir_search_results.asp

⁴ *Id.*

⁵ *Id.*

⁶ *Id.*

⁷ *Id.*

What Kind of Lawyer Do I Want to Be?

Good question! This is the *single most important thing you need to figure out* to create a career that you will truly love!⁸

Some people enter law school and think they know exactly what they want to do (which doesn't always hold up, by the way) and others have no idea. Whether you're the former or the latter, it is essential that you know what your interests, goals and priorities are before you can figure out (with our help) the right career move for you. Below are some exercises that should help you get off on the right foot. *And remember* – the kind of lawyer you want to be may evolve as you do – but as long as you have a sense of what YOU want to get out of your career at any given point, you will be very happy!

Step 1: Know Thyself.

To figure out what will make you happy in life (career and otherwise), you have to figure out, well, what makes you happy. It may sound difficult and tedious – but it's not. In addition to these preliminary questions, refer to Appendix A for additional self-assessment exercises and resources.

1. What is your ideal practice setting?
 - Do you work best in a formal hierarchy or a more casual setting?
 - How important is on-the-job training or a formal mentor system?
 - Do you prefer to work as part of a team or individually?
2. Are you interested in a certain practice area?
 - What subjects appealed to you in your undergraduate studies?
 - What do you enjoy reading about?
 - What issues (legal or otherwise) do you care about?
3. What skills do you most enjoy using?
 - Do you enjoy research, analysis, and writing?
 - Is it important to you to have lots of people contact?
 - Do you work best with several projects at once, or one at a time?
4. What personal commitments do you have outside of law school/work?
 - How much time do you want to have for friends and family?
 - How much control would you like over your work schedule?
 - How much money do you need to live comfortably?
 - Where (geographically) do you want to live/work?

⁸ We can also help you with the other one: “do I want to be a lawyer at all?”

5. How do you define success?

- Prestige – How important is it to you that others perceive your job as important?
- Helping people – Who? How quickly? How many?
- Compensation?
- Fame?
- Power?
- Work/life balance?

6) Name five of your favorite things to do (hobbies, jobs, activities, etc.):

1. _____
2. _____
3. _____
4. _____
5. _____

7) Name five famous people whose job you would love to have:

1. _____
2. _____
3. _____
4. _____
5. _____

8) Name five people *you know personally* whose job you would love to have:

1. _____
2. _____
3. _____
4. _____
5. _____

9) What is your biggest accomplishment? Why?

10) What was your favorite job ever?

11) What would you do *tomorrow* if you won 500 million dollars tonight?
What would you do in five years? Ten?

Step 2: Know Thy Legal Market.

Okay, now that you are completely self-aware, how do you take that valuable knowledge and apply it to your job search? Well, the next step is to develop an understanding of the legal market so you can figure out how to apply your interests and talents in the most productive way possible.

Get It Straight from the Proverbial Horse's Mouth

Hopefully your extensive self-analysis led you to an epiphany of sorts about what you want to do with your law degree. Maybe you still don't know for sure, but you have a few hunches about what practice areas or settings might interest you. Maybe there was something you read about, saw on TV or heard about from a friend that has stuck in your head. Or maybe you only went to law school to put off career planning for another three years and don't want to talk about this in the first place!

Regardless, the best way to find out about the legal practice areas and settings (collectively, the "legal market"), is to talk to practicing attorneys!

"But I don't KNOW any practicing attorneys!" Well, fear not, because they are extremely easy to find, and D.C., in particular, happens to be full of them!⁹

Most Likely Places to Find Lawyers in Washington, D.C.

- 1. CDO Programs!** As we might have mentioned before – come early and come often to all of the fabulous programs we will be putting together for you. Most of these programs feature *practicing attorneys who come to the Law School specifically to speak to students about legal careers!* If you think these programs might present an excellent opportunity for you to dip your toes in the cool waters of networking, you are 100% right!
- 2. Through Friends, Family and Former Employers.** You may not think you know anyone that does something you're interested in, but if you start asking around, I bet you'd be surprised that your mother's second cousin's husband's friend's daughter has a fascinating legal career! As they say – you'll never know unless you ask!
- 3. Job Fairs, Career Events and Conferences.** In addition to CDO programming, there are hundreds of other legal organizations that host job fairs, career and recruiting events and conferences all designed to bring law students and practicing attorneys together. These events take place all over the country, but many of them take place right here in Washington, D.C.! These events are a great opportunity to speak with practicing attorneys who are interested in the same issues you are. To stay on top of these events, be sure to

⁹ Washington, D.C. has the highest *per capita* rate of lawyers of any state in the country. With over 276 lawyers per 10,000 people, D.C. has over ten times as many lawyers as the state with the second highest number – New York, which comes in at a paltry 20 lawyers per 10,000 people! See for yourself at http://www.averyindex.com/lawyers_per_capita.php.

read CDO emails and *Noteworthy*. In addition, many of the Law School student groups would also be good sources for information about these events.

3. Alumni Career Advisor Network. As we mentioned earlier, we maintain a database of alumni who have volunteered to speak to law students about their own career choices, including why they chose a particular practice area or setting, what internship and job prospects are like in the field and other general career advice. If you are nervous about networking, using this Network is a great first step!

4. State, Local and Voluntary Bar Associations. After you graduate, you will take the bar exam and join the state bar association of the state to which you are admitted. These **state bar associations** are excellent resources, and if you are located near an active chapter of one, it is a great opportunity to get involved and meet practicing attorneys.

Local bar associations – such as the Alexandria Bar Association – offer the same great networking opportunities, but are often overlooked.

Voluntary bar associations – associations of practicing attorneys interested in a particular practice area or setting, such as the Energy Bar Association or the Hispanic Bar Association of DC – are also fabulous ways to connect with practicing attorneys.

To get involved with these organizations, consider becoming a law student member of whichever section(s) you find most interesting. Attend section events – not only to meet people, but to get up to speed on the practitioner’s perspective on the legal issues you are interested in. A list of area state, local and voluntary bar associations is available on the DC Bar website.¹⁰

5. At Their Places of Employment! Okay, we’ll admit it – this one definitely seems hard. But if you are truly interested in a particular practice area or setting and have not been able to speak with a practicing attorney involved in that area or setting...then why not try reaching out directly to those attorneys? You can pinpoint attorneys that do things you’re interested in through law firm websites, West Legal, Martindale, or – for non-law firm attorneys, the Leadership Directories.¹¹

¹⁰ http://www.dcbbar.org/for_lawyers/resources/voluntaryBars.cfm

¹¹ Links to all these sites are available on the “[Online Job Search Resources](#)” section of the CDO website.

How Do I Get My First Legal Job? **The #1 Secret for Getting the Legal Job of Your Dreams**

At last! The answer you've all been waiting for (so sorry we made you wait this long) – drum roll, please – the absolute best way to find a job you will love is...NETWORKING!

What Is Networking?

Networking involves contacting people you know, or with whom you have some connection, to request assistance with your job search. These individuals do not need to have a job to offer you, and they need not be particularly high-ranking or influential professionals. Any professional contact is helpful if she can provide you with advice and information about a particular practice area, career path, or job market and introduce you to additional contacts.

Why Is Networking Important?

There are several reasons why building your network of professional contacts is vital to your job search and your career. However, one reason stands above the rest – networking is *the most effective method of finding a job*. Many students report that they secured their part-time, summer, and permanent post-graduate positions through their professional contacts. The number of law students, and attorneys, who obtain their jobs through networking makes sense when you consider that the majority of positions in the employment market go unadvertised in the “Hidden Job Market.”

The “Hidden Job Market”

The simple fact is that most employment opportunities are not advertised through traditional means. This requires finding creative ways to discover opportunities that are available and are a good match for you. You may have heard that over 80% of all job opportunities are not advertised and what you find on the Internet and in the newspaper classified ads is only the tip of the iceberg. While the hidden job market may or may not be as massive as many believe, the truth is that it does exist, it is large, and you must be aware of it!

The existence of the hidden job market means that responding to job advertisements on the Internet, in newspapers, job listing binders, recruitment programs, and sending out targeted mailings is only *part* of a complete job search. *The best way to learn about unadvertised positions is to form a network of people who will get you connected to the job opportunities you want.*

What Should You Expect from Networking?

It is very important that you have realistic expectations before you begin developing professional relationships. When networking, *it is reasonable to expect:*

- Advice
- Information about career fields, the market, and hiring trends
- Feedback about a resume, cover letter, and interviewing skills
- Assistance in formulating an action plan for a specific field or organization
- Referrals to others who might assist you
- Professional mentoring (mentoring refers to a developmental relationship between a more experienced mentor and a less experienced partner referred to as a mentee or protégé).

It is not reasonable to expect your contacts to find you a job. You are sure to turn people off when the only question you pose is: “Do you know of any openings?” Not only will you likely receive a negative response, but it is possible that you will lose an opportunity to establish a lasting relationship or gain other valuable information.

How Do I Start Networking?

Informational interviewing is one way to build your network of professional contacts, and is the process through which career planners and job seekers learn about different areas and types of legal practice, as well as career opportunities. Informational interviewing can provide:

- Insights into a career field of interest including skills needed, entry-level positions, employment trends, job opportunities, etc.
- A realistic view of the work world and career field you are investigating
- Assistance with academic planning and ideas for volunteer, summer, part-time, and internship opportunities related to specific fields
- Professional contacts and increased confidence in interacting with professionals
- A better chance to “be in the right place at the right time”
- A foot in the door
- Information about special concerns (i.e., salaries, part-time or flexible hours, minority issues) that may not be appropriate to raise during a formal employment interview

Often, one is able to gather information through informational interviewing that cannot or should not be discussed in a formal job interview. For example, during an informational interview with a judge, it is appropriate to ask exactly what interning in his/her chambers may involve; however, if you are at a formal interview with a judge, you are expected to know the duties required of a law clerk.

The Dos and Don'ts of Informational Interviewing

DO...	DO NOT...
<ul style="list-style-type: none">• DO conduct a self-assessment exercise prior to informational interviewing to explore your interests, values, and skills so you will be better prepared to discuss them with others.• DO be honest with yourself and your contacts regarding your reasons for wanting to talk to them. An informational interview is not a job interview.• DO make appropriate contact. To introduce yourself, either call or write to the prospective contact. Ask for 20-30 minutes of their time. It is often more appropriate to write an email or letter in situations where you do not know the person well.• DO be prepared. Do your homework before meeting with the interviewee: research the individual (by “googling” her), as well as her current and former employers so that you know something about her background, practice area, and career path. Create a list of questions that highlights what you have in common and what you are hoping to learn from her.• DO dress as if it were a job interview.• DO follow-up. Always write a thank-you letter. Keep the person up-to-date on your job search. Remember to let them know when you do find what you are looking for.• DO keep good records. Record details about your conversation so you can keep track of your contacts.	<ul style="list-style-type: none">• DO NOT ask for a job. Information is what you are seeking and is the only thing you should ask for.• DO NOT be late or skip the appointment.• DO NOT forget to send a thank-you note after the meeting, and remember to follow-up.• DO NOT stay longer than 30 minutes unless your contact indicates that it is okay.

What To Ask In An Informational Interview

Ask about the individual's employer, practice area, background and how she got where she is now, for advice for someone at your career stage, what she sees for the future in her particular career field, and for names of additional people with whom you can meet.

Sample questions are:

- How did you get your job at (organization name)?
- Were you an intern at (organization name) before you were hired full-time/permanently?
- Did you work or intern at other organizations before landing your current job? If so, where? How did you get those positions? Where was your first job?
- Did you have particular skills/background in the area in which you are working?
- How have you advanced within the organization? Does your organization promote from within? How long did it take you to make partner? How do you envision your future career path?
- What exactly does a (area of specialty) attorney do? What are the different aspects of the job? What does your typical day look like?
- As a judicial clerk, how do you spend your day? Do you get to spend time with the judge, perform research, or attend court?
- What is the philosophy of your organization? Does your organization have employee training and support?
- What does your organization look for when hiring new attorneys or interns? What traits does a successful applicant possess?
- How is the job market for (career field) in (geographic location)? Are there areas of the law in (geographic location) that are considered "hot" or "up and coming" these days?
- Are there any professional associations I should join that would put me in contact with other women attorneys/minority attorneys/career changers/international attorneys?
- What is the typical salary range for a (position) with a (small/medium/large organization) in (geographic location)?
- **Do you know of any other people to contact who might be able to assist me with information?**
- Would you review my resume and provide feedback? Don't forget to follow-up by updating your resume, incorporating the suggestions, and sending her a copy.

What to Do After an Informational Interview: Follow-Up

Always send a simple thank-you letter.

Example:

"Thank you so much for taking time out of your busy schedule to meet with me yesterday. I appreciate the information and advice you provided about the market for _____ attorneys in New York. I will follow-up with Mr. Smith as you suggested and

I have already called for information about the Women’s Bar Association. Again, thank you for your time.”

Do not forget to let them know what happens to you.

Example:

“I am writing to thank you for your generous assistance during my recent job search. I met with Mr. Smith and he knew of several job possibilities. I interviewed with Larry Green at Blue, Clark & Jones and I was offered a position in their _____ division. Thank you again for your help. I look forward to seeing you at the next Women’s Bar Association meeting.”

Informational Interviewing: Be Organized

To ensure that you are getting the most out of the effort you have put into networking and informational interviewing, you should be sure to keep detailed notes on each and every one of your contacts. To do so, you must be organized and meticulous. The following Networking Log is one way to make sure that you don’t forget a contact.

Contact Name	Employer	Position	Contact Information	How You Met	Follow-Up 1	Follow-Up 2
Jane Smith	John & Doe P.C.	Associate in Patent Law Group	John & Doe P.C. 1000 J St. NW Washington, DC 20001 jane.smith@john-doe.com (202) 123-4567	03/03/2009 at AIPLA Spring Meeting workshop on patent law policy	Sent thank you note on 03/15/2009 and invited her to coffee	<ul style="list-style-type: none"> • 04/01/2009 Coffee at Starbucks • Discussed practicing patent law in law firm; her former job practicing law in Russia • Sent thank you note 04/02/2009
Amanda Friendly	World Trade Organization	Patent Policy Analyst	WTO 2500 J St. NW, Washington, DC 20002 amanda@wto.org (202) 987-6543	03/31/2009 at DC Bar CLE titled “International Patent Law”	Scheduled lunch for 06/20/2009	

You should update your Networking Log every time you make a new contact or interact with one of your existing contacts. Be sure to note each time you correspond (e.g., by email, phone or letter) and meet (e.g., for a scheduled lunch or coffee, by coincidence at an event) with each of your contacts and write down what you discussed.

You should review your Networking Log every week to see which contacts you have not been in touch with lately and re-connect with them. You can always tell them something about yourself (e.g., you earned an A on a paper, you had a job interview, etc.), something about them (e.g., you saw they were quoted in the ABA Journal), or something about their practice area (e.g., you saw that Congress just passed a new law in their field).

The Bottom Line: Four Easy Steps to Networking Success

1. Identify “Networkee.” Select someone that does something you are truly interested in.

2. Approach. If at a reception or other in-person event, approach the person and wait for a break in the conversation. If you are trying to set up a future conversation – good for you! Just call, email or write the person and ask if they have a few minutes to talk to you about their career. For a sample invitation to network, please see Appendix B.

3. Converse. Be yourself and let your personality shine through, *but you need to have three things prepared in advance:*

- First, a pitch about who you are. For example: “I am a first-year law student who is really interested in going into corporate law. I would love to hear more about how you started your career.”
- Second, questions to keep the conversation going. This includes questions about the person’s career path, education, work, organization and any advice they have for you. For a list of suggested networking questions, please see Appendix C.
- Third, when the conversation is wrapping up, ask your networkee if they know anyone else that you might be able to learn more about _____ (fill in the blank with whatever you are interested in!) from.

4. Follow Up. Following up is crucial and it entails more than a simple thank-you after your chat (although that is essential!).

- Send a thank-you note or email to your networkee. This serves two purposes: 1) they’ll understand how much you appreciate their time and therefore, they may be more inclined to put you in touch with some of their contacts; and 2) it will ensure they have your contact information so that they can easily get in touch with you when an awesome opportunity comes up! For sample thank-you note language, please see Appendix K.
- Keep them apprised of your job search efforts, particularly if they suggested you meet with other people or apply for certain positions. Definitely let them know when you accept a job – you may be able to help *them* in the future!
- If you come across something that relates to your conversation, forward it to your networkee – it will remind them of you and it will underscore your interest in a particular legal topic.

Down to Brass Tacks – Applying for Legal Jobs

Okay, now that you know yourself better than Thoreau and have a Rolodex that Justice Roberts would envy, it is time to actually start applying for jobs. Your counselor can help you convey your experiences and skills in the best, most relevant way – but below are the basics about legal cover letters, resumes, writing samples, references and job interviews that you need to get started.

Cover Letters

Long neglected in favor of their ostentatious cousin the resume, cover letters are making a comeback and with good reason – *they are the first (and possibly only) opportunity you will get to speak directly to an employer!* Just think of it – a chance to tell your dream employer why you are so interested in working for them and what you would bring to their organization – all the while demonstrating your ability to write clearly and concisely!

Four Steps to a Perfect Cover Letter

Step 1: Tell them who you are. You should open the letter by telling the employer where you go to law school, what year you are in law school and what job you are applying for. If someone in your network suggested you apply or has some connection with the employer, indicate that in the *very first sentence*. Also – if you are applying for jobs in a different city, be sure to include a reason you want to work in that city. Good reasons: you’re from there, you went to college there, you are interested in X industry, which is based there, your family moved there. Bad reasons: you’ve heard the salaries are higher, you want to “try the city out,” you’ve never been there, but you’ve heard it’s nice.

“Dean Lawrence suggested I contact you about a summer internship. I am a first-year student at The George Washington University Law School and am extremely interested in working for the New York office of the American Civil Liberties Union this summer. Having grown up in Suffolk County, I look forward to starting my legal career in New York this summer.”

Step 2: Tell them why you want to work for them. This should be an easy task for you if you have followed our suggestions up to this point. If you haven’t had a chance to commit the Career Guide to memory yet (*ahem!*), we’ll cut to the chase.

To generate a good reason why you want to work for a particular employer: 1) think about what you want to do and why; and 2) research the employer, including the employer’s website, reviewing recent cases or matters the employer has been involved in, etc.

Note – **for government agencies and public interest organizations**, it is extremely important that you indicate your interest in the mission of the organization! You can usually find this information on the organization’s website.

Ideally, you will write a unique cover letter for each employer. If you can’t do that, it is okay to categorize employers and have similar language that you use for each category of

employers. For example, you may have one letter that you use for litigation, another for corporate, another for environmental and so on.

“I would like to work for the American Civil Liberties Union (ACLU) because I am interested in preserving the constitutional rights of all Americans by challenging unconstitutional laws and practices in court. I was excited to read about the ACLU’s recent efforts to preserve the due process rights of all federal prisoners, and realized that is exactly the type of legal work I want to perform.”

Step 3: Tell them why they should hire you. This is the heart of your cover letter – it is your chance to set yourself apart from all the other law students who want to work for a legal employer. What makes you different?

The best way to approach this is to think about what skills and *practical experiences* (non-legal counts!) you have and how those skills and experiences might be useful to the employer. *You need to do the work for the employer* – it is not effective to just rattle off a few things without explaining why they would be useful to the employer. Similarly, you don’t want to just recite your resume. Your cover letter should provide just enough detail about your skills and experiences to entice the employer to read your resume.

Start off this section with a *clear thesis*:

“I would be an asset to the ACLU because of my strong research and writing skills and my demonstrated commitment to civil liberties.”

From there, support your thesis by explaining each aspect of it in turn, using one or two brief, to-the-point sentences to get the point across.

“I developed my research and writing skills in both law school – where I received a B+ on my most recent legal research memorandum – and in college, where I completed a 360 page thesis analyzing the impact of gossip weblogs on celebrity diet and fitness regimes.

I believe my past experience defending civil liberties would also make me an asset to the ACLU. For example, I founded the first national celebrities’ rights organization, CHFT (Celebrities Have Feelings Too), at the University of the District of Columbia. Although no celebrities attended the University, I am sure they appreciated my efforts to persuade people that celebrities are no different than you or me and should be treated accordingly. I built the organization from the ground up, ultimately recruiting over 75 volunteers and securing funding through the University for an annual conference named in honor of Britney Spears, the poster child for the tragic effects of celebrity abuse.”

Step 4: Tell them what you are going to do next. Let the employer know that you look forward to hearing from them, appreciate their time and plan to follow up within two or more weeks. If you are applying to jobs in a different city and plan to be in that city in the near future, let the employer know that as well.

“For all of these reasons, I believe I would be a useful addition to the ACLU and I look forward to discussing my candidacy with you in person soon. I plan to be in the New York City area from December 12 through January 4 and will follow up with you to see if it might be possible to arrange to meet during that time. Thank you for your consideration, and please let me know if you need additional information.”

For additional ideas, please look at the sample cover letters in Appendix D.

Resumes

The goal of your resume is to convey specific information to employers that will help them realize you are the best candidate for the job!

In most cases, **resumes should be one page** only.

Resumes should be printed on white or cream resume paper that matches the paper for your cover letter.

The header on your resume should match the header on your cover letter, cover sheet to your writing sample and references list (more on those in a minute).

You should present your education and experience in **reverse chronological order**.¹²

Be specific and use action words in describing everything on your resume.

Use bulleted paragraphs. This makes your resume more readable.

Keep formatting consistent throughout the resume (i.e., don't put some job titles in bold and others in italics).

Margins – at least .8”; font – at least 11 point. Choose a **conservative, professional font**. Recommended font styles: Times New Roman, Arial and Garamond.

No typos or spelling errors.

Do not use the first person or personal pronouns – phrase your resume language in the objective, impersonal point of view.

Be honest!

¹² *The exception to this is:* if you have experience that is relevant to a particular employer (i.e., you are applying to the General Counsel's office of Ford Motor Company and you worked on the production line in one of their factories), you should present that first, even if it means your resume will not be in "straight" chronological order.

Three Steps to a Perfect Resume

Step 1: Decide what to include. Keep in mind that each job you apply for has its own perfect resume! That means that you should view your resume not as a static document, but rather one that you adjust based on the employer. Let's say you were a real go-getter in college and spent a lot of time involved in mock-trial, but you also served as Chief Student Officer of your University bank. On the resume you send to litigation employers, you should spend more time highlighting your mock trial work. For banking or corporate employers, you should highlight your experience at the bank (and consider listing it under the "Experience" section, but more on that below).

Particularly as first-year students, don't omit your non-legal work experience and other activities or community service, which are usually extremely relevant! Instead, include those experiences, but be sure to highlight one of the...

Five Non-legal Skills Legal Employers Look For

Skill	Why It's Important	Where You May Have Picked It Up
Research and writing	Although legal research and writing is different from your past experience in this area, if it's something you excelled at or enjoyed previously, that bodes well.	<ul style="list-style-type: none"> • Working as a research or lab assistant; • Writing your thesis or other significant paper.
Organization; attention to detail	No matter what type of law you go into, the ability to be organized and stay on top of massive amounts of often-confusing detail is an essential skill.	<p>These are skills that people develop by helping people manage information:</p> <ul style="list-style-type: none"> • Managing files, documents, accounts payable/receivable, correspondence; • Working in your college library; • Organizing a volunteer drive; • Serving as a teaching assistant.
Management	Employers want to hire individuals that have the capability to advance within an organization. Prior management experience is an excellent indicator of that.	<ul style="list-style-type: none"> • Student group leader; • Manager/assistant manager of store; • Camp counselor; • Residential/dorm assistant.
Business development; outreach	Legal employers want people who will not only be effective advocates, but who also will be able to bring in clients in the future. Any prior sales or outreach experience is helpful in this regard.	<ul style="list-style-type: none"> • Membership coordinator for student group; • Retail sales; • Customer service; • Fundraising.

Step 2: Decide how to include it. Every single item on your resume should be designed to have an impact – do not waste any space with vague words, boring descriptions or excessively long entries. For suggested action words, please see Appendix F.

Experience. Let's say you worked for a judge over the summer and helped her with two cases: a breach of contract case and a medical malpractice case with a pending motion to dismiss.

Waste of space:

- Assisted Judge's clerks in researching and writing about legal issues.

Better:

- Researched legal issues and drafted memoranda to assist Judge in deciding a breach of contract case and a motion to dismiss.

Best:

- Researched Maryland breach of contract standards, including whether the doctrine of promissory estoppel applies in the absence of reliance; drafted a memorandum summarizing legal analysis for Judge; discussed legal conclusions and possible outcome with Judge and Judge's clerks.
- Analyzed whether the Judge should permit defendant to take discovery in order to support a motion to dismiss under Fed. R. Civ. P. 12(b)(6); drafted a memorandum analyzing legal standards for the Judge.

Education. Include schools attended, degrees received, graduation dates (or expected date), majors and other concentrations of study. Include GPA and class rank information where helpful. Note, for GW Law, be sure to represent your current GPA consistent with the Law School's Academic Recognition and Grade Representation Policy, available in Appendix L. Include academic honors and awards (*summa/magna/cum laude*, membership in national honor societies, nationally-recognized scholarships) under the school where they were earned. Include other honors as well – just be sure to provide a description, as some employers may not be familiar with them. Also, include relevant activities. Do not include high school information, unless you attended a well-known school, and you are hoping to make an alumni or geographic connection with the employer.

Personal. Highlight language skills, community activities, interesting travel, public speaking, unique hobbies, and military experience.¹³

Professional Certifications. If you are a CPA or have some other certification that is relevant, definitely include it.

¹³ You should NOT include: date/place of birth, marital status, number/ages of children, height, weight, and health status. This information constitutes a very sensitive area of inquiry that may be used to restrict or deny employment to a protected group of people. Employers are obliged to base hiring decisions on job-related qualifications; therefore, an applicant's supporting credentials, as stated on the resume, should be oriented to skills necessary for effective job performance.

Publications. This information demonstrates your writing ability and many legal employers will appreciate it. If you have a long list of non-legal publications, in the interest of space and consistency, you may want to consider listing two or three of the most relevant publications and then indicate that: other “publications are available upon request.”

References. Include references separately (see next section).

Step 3: Review your resume! Make sure it has no errors and conveys exactly what you want it to convey!

For ideas, please see the sample resumes in Appendix E.

Resume Checklist

After you have completed your resume, use this checklist to ensure that you have included (and excluded) information so that it can be as effective as possible.

Overall Appearance

- ___ Is your resume one page?
- ___ Is your formatting consistent? Have you used proper punctuation?
- ___ Have you carefully proofread? Have you double-checked that there are no typos?
- ___ Is your formatting consistent with one of the sample resumes in Appendix E?

Layout

- ___ Have you used a professional font, such as Times New Roman, Garamond, or Arial? Is your font no smaller than 11 pt?
- ___ Have you used different type faces (**bold**, *italics*, underline) consistently? Have you used them sparingly so that important items really stand out?
- ___ Have you turned off hyperlinks on your email address?
- ___ Have you avoided symbols and hyperlinks to prevent scanning errors?

Header

- ___ Have you included your name, current address, email address and phone number?

Education

- ___ Is EDUCATION your first section?
- ___ Have you listed your education in reverse chronological order?
- ___ Have you included graduation dates (not dates attended) for each degree?
- ___ Have you been consistent in writing out or abbreviating your degrees?
- ___ Have you included honors, papers and activities associated with each degree?
- ___ Have you listed coursework for each degree **that is relevant to the position you are applying for?**

Experience

___ Have you listed your experience in reverse chronological order?

___ Have you included employer name, employer location, dates of employment, and job title for each experience?

___ Have you listed your responsibilities using ACTION WORDS?

___ Have you focused on legal experience (e.g., litigation skills, legal research and writing skills, contract drafting skills, etc.)?

___ Have you identified experience in substantive areas of law **that are relevant to the position you are applying for?**

___ Have you included any community service, pro bono, or volunteer work **that is relevant to the position you are applying for?**

Other Skills

___ Have you included any language skills and your level of proficiency?

___ Have you excluded all computer skills and knowledge of document review software?

Integrity

___ Is your resume an honest representation of your education, experiences, and skills?

___ Have you totally complied with The George Washington University Law School Academic Recognition and Grade Representation Policy in Appendix L and the CDO Policies and Procedures in Appendix M?

Writing Samples

Some employers will request writing samples as part of the application process.

The number one thing you should consider in selecting a writing sample is this: it should be the best example of your ability to write a clear, accurate legal analysis! If you can use a piece that is relevant to the job you're seeking or something you created at a job or internship, all the better. But focus on the writing first!

Writing samples should be five to ten pages long. If the sample that best demonstrates your ability is longer, consider saving some space by cutting down the fact section or selecting only one aspect of the legal argument. If you do modify your writing sample in this manner, be sure to indicate that in the cover sheet and also provide a contextual paragraph to help the reader understand the excerpt. Note that some employers will not read your cover sheet, so be sure that however you edit your writing sample, it still makes sense to the reader.

Writing samples should be your own work. Do not use work that has been heavily edited by other people.

If using a writing sample that you created for an employer/internship, be sure to:

- **seek the employer's permission before you use it;**
- **redact any confidential or client information.**

Don't send a writing sample unless requested.

Include a cover sheet. For each writing sample, include a cover sheet (with the same header as your resume and cover letter) that explains the context of your writing sample. For an example, please see Appendix G.

References

Many employers will also want a list of your references, which are professional or academic contacts that will speak highly of your skills and capabilities. References can include law school or undergraduate professors, former job supervisors, or other professionals with whom you have personal relationships or whom you know through participation in volunteer/other activities.

Line up your references early! Because you need to seek permission from all of your references before you can list them, you should start thinking about who you want to ask as soon as possible. When reaching out to potential references, be sure to include a copy of your resume and a note to remind them of all the wonderful things you did!

More recent references are preferable to earlier ones. For example, law school professors are better references than undergraduate professors.

Pick people who know you well and can speak about you personally. It may be tempting to ask the most senior person at your organization to be a reference, but if they won't even recognize your name when an employer calls, then what's the point? Often, it is better to use an adjunct professor for whom you did great work and whom you got to know personally, versus the more well-known professor in your constitutional law class who does not know you personally.

Let your references know when you have submitted their names to an employer. That way they will be "on alert" and ready to say wonderful things about you when the employer contacts them. It is also helpful to send them a copy of the application you sent so they can tailor their comments to the specific employer (and hopefully reiterate your cover letter).

Some employers have a policy against giving references and will only verify dates of employment.

If a past employer has given you a glowing written recommendation, it is fine to include the letter when sending references, even if not specifically requested.

References should not be included on your resume; nor is it necessary to write "References provided upon request" on your resume. (Employers know if they request references, you will provide them!).

For a sample reference list, please see Appendix H.

Interviews

Interviews are our favorite part of the application process – it’s where you can finally let your personality shine through and be yourself! Now, when we say “be yourself,” we mean be your most professional, intelligent, detail-oriented and hardworking self!

There are two kinds of job interviews: screening interviews and call-back interviews.

Screening Interviews. Many employers conduct brief screening interviews to get a better sense about your skills, experiences and interest in the employer. These usually last 20-30 minutes and may be held near campus, at an employer’s office or over the phone.

Callback Interviews: These are the “main event!” Callback interviews are longer interviews where candidates usually meet with multiple attorneys in a series of back-to-back interviews. In addition to learning more about your skills, experiences and interest in the employer, the interviews are designed to assess how well your personality and demeanor “fit” with the employer. Sometimes these interviews include lunch or some other type of social interaction. Most call-back interviews take place at the employer’s office, which gives you a great opportunity to get a better sense of the employer’s culture and values.

Three Steps to a Successful Interview:

Step 1: Be enthusiastic! Employers report that interviewees who display genuine enthusiasm for the position are far more persuasive than “flat” interviewees with stronger credentials or qualifications. The best way to generate this essential enthusiasm is to prepare for the interview:

- Research the organization, interviewer(s) and any recent developments in the practice area or industry.
- Prepare your “pitch” – decide which skills and experiences you are going to highlight in the interview. Here’s a hint – choose the most relevant and impressive ones and be specific!
- Rehearse answers to predictable questions – a good list is available in Appendix I.

Step 2: Be conversational. Interviewers’ number one complaint is that they get stuck doing all the work! Students have a tendency to sit passively like a Cheshire cat and wait for the interviewer to ask all the questions. Avoid this trap by being conversational and following up with questions to the interviewer throughout the interview (not just at the end!). An excellent list of suggested questions is available in Appendix J.

Step 3: Follow-up! After the interview, write down your immediate impressions about the interviewers and the employer (the back of the interviewer’s business card is a good spot!). Using this information, be sure to send a thank-you note via email within 24 hours of the interview. In today’s fast-paced environment, a hand-written thank you note sent through the mail is likely to arrive too late to be a factor in the hiring decision. A sample thank you note is attached in Appendix K.

APPENDICES

Appendix A.: Self Assessment Exercises and Resources

- Deborah Arron, *What Can You Do With A Law Degree? A Lawyer's Guide to Career Alternatives Inside, Outside & Around the Law*
- Lisa Abrams, *The Official Guide to Legal Specialties: An Insider's Guide to Every Major Practice Area*
- TestingRoom.com (lots of questions about career assessment, values, and work personality; provides free sample report)
- Carolyn Kalil's True Colors (www.truecolorscareer.com/quiz.asp; personality assessment to help define skills and talents)
- [Quintcareers.com Assessment Tools](#): great site with links to a variety of free and fee for service career assessment tools
- JobHuntersBible.com is hosted by Dick Bolles, author of "What Color is Your Parachute" and contains online personality and traits test (www.jobhuntersbible.com/counseling/sec_page.php?sub_item=047)

Appendix B.: Sample Invitations to Network

Dear Ms. _____:

I am currently a third-year student at The George Washington University Law School, and I am extremely interested in pursuing a career representing corporate tax clients. To that end, I have taken a variety of relevant classes and will be interning at the U.S. Tax Court this summer.

I am writing to ask if I may schedule a half-hour meeting with you during my summer in Washington, DC to discuss your career path and the steps that you recommend I take to pursue a similar one. I will call your office the first week of June to see if this would be possible, and if so, to find a convenient time to meet. I hope I have the opportunity to meet you this summer.

Sincerely,

Third Year Student
The George Washington University Law School
tstudent@law.gwu.edu
202-222-2222 (home)
202-444-4444 (cell)

Ms. _____:

This spring, I completed my second year at The George Washington University Law School and I am spending the summer lobbying at Patton Boggs. I am intent on working in federal government after law school and would like to learn more about the Department of Justice Summer Law Intern Program. Jason Mack suggested that I contact you to see if you would be willing to meet with me to discuss any advice or guidance you have regarding my career aspirations. I would welcome the opportunity to get together for lunch or coffee if you are available. I am available at your earliest convenience and look forward to hearing from you.

With much appreciation,
First-year Student
The George Washington University Law School
fstudent@law.gwu.edu
202-222-2222 (home)
202-444-4444 (cell)

Appendix C.: Sample Networking Questions

General Questions

- How did you get your job at (organization name)?
- Were you a summer associate/lateral hire?
- Did you have particular skills/background in the area in which you are working?
- What led you to choose your particular career path?
- What do you wish you had known about your field or practice area prior to starting?
- How have you advanced within the organization? Does your organization promote from within? How long did it take you to make partner?
- How do you envision your future career path?
- What exactly does a (practice area) attorney do? What are the different aspects of the job?
- As a judicial clerk, how do you spend your day? Do you get to spend time with the judge, perform research, or attend court?
- What is the philosophy of your organization? Does your organization have employee training and support?
- What does your organization look for when hiring new attorneys/laterals/law clerks? What traits does a successful applicant possess?
- How is the job market for (career field) in (geographic location)? Are there areas of the law in (geographic location) that are considered “hot” or “up and coming” these days?
- What advice do you have for a recent graduate seeking to enter this field?
- Are there any professional associations I should join that would put me in contact with other women attorneys/minority attorneys/career changers/international attorneys?
- Do you know of any other people to contact that might be able to assist me with information?
- What is the typical salary range for a (position) with a (small/medium/large organization) in (geographic location)?
- Would you review my resume and provide feedback? (Follow up by updating your resume, incorporating the suggestions and sending him/her a copy).

Interviewing Skills

- What qualities and skills are lawyers looking for when considering law students for positions?
- What do you believe are the hardest interview questions to answer?
- What are the most important things I should remember in preparing for an interview?

Professional Development

- What professional associations have you found most valuable?
- What kind of professional enrichment activities (i.e. CLEs, conferences, subsequent education) have you found to be most beneficial?
- What publications or newspapers do you read?
- Are there particular government agencies with which it would be useful for a future practitioner in your field to pursue an internship?

Law School Career Planning

- What are things I could be doing now to acquaint myself with your area of practice?
- What are some experiences or activities that you pursued as a law student to prepare for legal practice and/or a particular legal field?
- How did you prepare for your OCI interviews?

Getting the Most Out of My 1L and 2L Summers

- If I'm unsure about my practice area interests, what are some ways you might suggest I investigate the available options?
- What should I be gathering or learning during my 1L and 2L summers to help make informed career decisions?

Mentoring

- How would you recommend finding attorneys who might be interested in mentoring?
- If you have been in a mentoring relationship, either as a mentor or mentee, what is the most important thing you learned and what advice would you pass along?

Perspective

- What are some things you wish you knew about the practice of law before graduation?
- What do you find most rewarding and/or challenging about the practice of law?
- What do you find least rewarding or challenging?

Quality of Life

- Do you have any suggestions on how to balance work and other commitments, both personal and professional?
- Please tell me a little about how you deal with client demands, how much control you have/had over your schedule, or how predictable your hours are.
- Do you feel that hours or time at work is dependant upon practice area, size of employer or being in the public vs. private sector?

Appendix D.: Sample Cover Letters

Government

[Your Name]
1125 Virginia Ave., NW
Apt 223
Washington, D.C. 20037

July 16, 2008

Ms. Paris Hilton
New York City Law Department
Legal Recruiting Coordinator
25 Chambers Street
New York, NY 10022

Dear Ms. Hilton:

I am a rising second-year law student at The George Washington University Law School and am interested in a summer position with the New York City Law Department. My career goal is to work in government and this position would allow me to apply my dedication to public service and my excellent legal skills to the Department's important work.

I am particularly interested in the New York City Law Department because of its dual role as litigator and legal advisor for the city. My professional work experience and academic background are well-suited to the types of matters the Department handles. For example, while working in the office of the United States Attorney at the Department of Justice, I conducted legal research and wrote memoranda on various issues including criminal procedure, evidence and sentencing guidelines. Additionally, I analyzed trial records and investigated reports to determine whether to prosecute alleged drug offenders. I attended all hearings and observed, participated and supported the AUSA during motions and criminal trials. In law school, I have taken Evidence and Criminal Law, and in the coming semester I will take both Criminal Procedure and The Role of the Federal Prosecutor, a course taught at the Justice Department. I have also participated in the Mock Trial Board Competition and the Moot Court Competition, in which I briefed and argued the issue of _____.

I am set on a career as a government lawyer and eager to further develop my skills in this area. I would welcome the opportunity to meet with you in person to discuss my qualifications in greater detail. Thank you for your consideration.

Sincerely,

Student Signature

Student Name

Enclosure

Firm

[Your Name]
2000 New York Ave., NW
Apt 34D
Washington, D.C. 20037

July 16, 2008

Ms. Brittney Spears
Case, Brief & Memo LLP
Legal Recruiting Coordinator
1 Pennsylvania Avenue
Washington, DC 20006

Dear Ms. Spears:

I am writing to apply for a summer associate position at Case, Brief & Memo LLP. I am a second-year student at The George Washington University Law School and a 2006 *magna cum laude* graduate of the University of Pennsylvania. I am particularly interested in your commercial real estate (or other) practice and have been following the recent (name of case/deal/transaction) in (relevant publication).

Prior to attending law school, I gained experience working as a legal assistant in a mid-size real estate firm. While there, I had the opportunity to assist lawyers in drafting purchase and sale agreements, reviewing titles and conducting a complete survey review. I was able to provide support to lawyers in preparing for closings of acquisitions and dispositions of commercial real estate. Last summer I was an intern in the U.S. Department of Housing and Urban Development, which provided me with hands-on work experience and a broader perspective on how HUD services the community.

I am intent on taking the skills and knowledge that I have gained through these experiences and applying them to the work of Case, Brief & Memo LLP. I have enclosed my resume for your consideration, and I look forward to hearing from you. If there is any further information you require, please do not hesitate to contact me.

Sincerely,

Student Signature

Student Name

Enclosure

No Relevant Experience

[Your Name]
2000 Connecticut Ave., NW
Apt 11B
Washington, D.C. 20016

July 16, 2008

Ms. Martha Washington
United States Department of Justice
Legal Recruiting Coordinator
12 Independence Avenue
Washington, DC 20006

Dear Ms. Washington:

I am a first-year law student at The George Washington University Law School and am very interested in working next summer as a Legal Intern in the United States Department of Justice. My career goal is to become a criminal prosecutor and I believe that working in your office would provide me with invaluable and rewarding experience in this regard.

As a Legal Intern, I will build on the skills I developed over the past three summers as Head Manager at Westbrook Swim Club. In this position, I oversaw a staff of 15 lifeguards and had responsibility for the safety of over 150 members. As Head Manager, I interacted closely with members and lifeguards, which sharpened my interpersonal skills and motivational abilities – essential qualities for a practicing attorney. My experience during my first-year in law school has also prepared me for a position as a Legal Intern at Justice. For example, I especially enjoyed Criminal Law and received an A in the course. In addition, I participated in the Moot Court Competition in which I briefed and argued the issue of _____ and was invited to become a member of the Moot Court Board.

I am eager to make a contribution to the important work of the United States Department of Justice and hope to meet with you in person to discuss my qualifications in greater detail. I can be reached at (____) ____-____ or tmardi@law.gwu.edu. Thank you for your consideration.

Sincerely,

Student Signature

Student Name

Enclosure

Judicial Internship

[Your Name]
200 8th Street, NW
Apt 4A
Washington, D.C. 20006

July 16, 2008

The Honorable Paul Abdul
12 Constitution Avenue
Washington, DC 20004

Dear Judge Abdul:

I am a first-year law student at The George Washington University Law School and I am interested in obtaining an internship in your chambers for the summer of 2009. Working in your chambers will allow me to gain experience in a courtroom setting and interact with legal professionals on a daily basis.

I am well-prepared to assist you in legal research and writing, as well as other tasks, having received a High Pass in Legal Research and Writing and in Legal Advocacy this year. Currently, I am participating in both the Moot Court Competition and the Mock Trial Competition, in which I briefed and argued the issue of _____. I am eager to enhance my hands-on experience through working as a judicial intern and excited about the prospect of working in your chambers.

I would welcome the opportunity to meet with you and discuss my qualifications in greater detail. I have enclosed my resume for your review. If you require any further information, please do not hesitate to contact me. I can be reached at (____) ____-____ or tmardi@law.gwu.edu. Thank you for your consideration and I look forward to hearing from you soon

Sincerely,

Student Signature

Student Name

Enclosure

Appendix E.: Sample Resumes

Maya M. Beerling

123 Gratin Way · Vienna, VA 23456 · (703) 123-4567 · mbeerling@law.gwu.edu

EDUCATION

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL, Washington, DC

J.D. expected, May 2009

GPA: 3.795 – George Washington Scholar (top 1-15% of the class as of fall 2009)

Activities: Member, Black Law Students Association
Participant, Moot Court and Negotiation Skills Competitions

SOUTHERN CONNECTICUT STATE UNIVERSITY, New Haven, CT

B.S. in Political Science and Business Management, *magna cum laude*, May 2006

Honors & Activities: Honors Student, School of Business (ranked 1 out of class of nearly 300)
Recipient, Scholastic Achievement Award (awarded annually to top School of Business scholar in Junior and Senior academic class), May 2005 and 2006
Vice-President, Delta Mu Delta (Business Honor Society)

EXPERIENCE

OFFICE OF THE ATTORNEY GENERAL, CIVIL LITIGATION DIVISION

Washington, DC

Legal Intern

May 2007 – present

- Draft motions to stay, motions for expansion of time, motion for partial summary judgment, cross-claims, answers, interrogatories, affidavits, and requests for production
- Research case law and draft memoranda regarding false arrest and imprisonment, wrongful death, and qualified immunity defense
- Draft deposition outline, prepare exhibits, and assist during trial

U.S. HOUSE OF REPRESENTATIVES, THE HONORABLE ROSA DELAURO

New Haven, CT

Legislative Intern

January 2007 – May 2007

- Conducted research on outsourcing of state manufacturing jobs, extension of unemployment benefits, and tax policy issues
- Drafted correspondences on behalf of Congresswoman to address constituents' concerns regarding employment issues

RENT-A-CAR AGENCY

Hamden, CT

Intern

November 2005 – May 2006

- Fulfilled rental needs of customers and local business partners
- Conducted sales calls and marketed rental services to local insurance agents, dealership sales and service departments, and private companies
- Recipient of regional *Outstanding Attitude Award* for providing exceptional customer service

SKILLS & COMMUNITY SERVICE

- Classical pianist and instructor
- Co-director, A.Y.S.: A youth program designed to provide weekly self-enhancement and spiritual development, educational opportunities, and recreational and social activities for inner-city youth
- Volunteer, various domestic violence and nursing homes, Meals on Wheels, Family Life, and Sharing Means Caring

Robert K. McDaniel

123 Keen Avenue, NW · Washington, DC 20008 · (202) 123-4567 · rmcdaniel@law.gwu.edu

EDUCATION

The George Washington University Law School, Washington, DC

J.D. expected, May 2012

- Maintaining B+ average
- Member, *The George Washington International Law Review*

University of California, Berkeley

The Inter-University Program for Chinese Language Studies at Tsinghua University, Beijing, China, 2001

Princeton University, Princeton, NJ

A.B., Woodrow Wilson School of Public and International Affairs, May 2000

- GPA: 3.7

PROFESSIONAL EXPERIENCE

Walker & Runner, Washington, DC

Law Clerk

September 2007 – present

- Manage numerous individual clients' cases for visa and asylum applications
- Conduct research and draft motions for briefs filed in United States Court of Appeals for the Fourth Circuit

Law Partners, Taipei, Taiwan

Summer Associate

Summer 2006

- Worked with US attorneys at leading firm in Taiwan representing multinational client's interests
- Conducted extensive UCC research for US litigation on perfecting security interests in foreign collateral
- Revised Stock Purchase and Satellite Lease Agreements for Japanese-Taiwanese joint venture
- Drafted memoranda on US antitrust law and exclusive broadcast rights for television content
- Researched US, Japan, and Taiwan tax law on multinational transfer pricing for firm's clients

US Overseas Private Investment Corporation (OPIC), Washington, DC

Intern, Legal Affairs Department

January – April 2007

- Worked on financing and political risk insurance for foreign investments
- Drafted OPIC memorandum of determinations for political violence insurance claim
- Researched tax implications of OPIC investments in Poland

US Department of Commerce, Import Administration, Washington, DC

Intern

July – December 2006

- Worked on international trade issues for Policy Division's Trade Remedy Compliance Staff
- Wrote memoranda on WTO anti-dumping cases for Foreign Commercial Service staff in Beijing
- Summarized legal arguments of anti-dumping petitions by Chinese companies written in Chinese

Not-for-Profit Legal Center, Washington, DC

Intern

May – July 2005

- Helped produce report for World Bank on development of civil society in Albania

LANGUAGE SKILLS

Mandarin Chinese (fluent); **Japanese** (proficient); **Spanish** (proficient)

Olivia D. Marshall

1234 Peanut Lane, Arlington, VA 12345 · (703) 123-4567 · omarshall@law.gwu.edu

EDUCATION

The George Washington University Law School

Washington, DC

J.D. expected; GPA: 3.619 (Fall 2004), 3.344 (Cumulative)

May 2005

Activities: Student Intellectual Property Association, Volunteer Interpreter Program, Hispanic Law Student Association

Study Abroad: European Intellectual Property Summer Program, Munich, Germany

Florida State University

Tallahassee, Florida

M.S. in Chemical Engineering

April 2002

B.S. in Biological Sciences

April 1998

Thesis: *Thesis Title*

EXPERIENCE

Federal, Criminal, and Appellate Legal Clinic

Washington, DC

Student Attorney

Fall 2004 - Spring 2005

- Represent clients in felony criminal appeals and post-conviction proceedings before Maryland state courts
- Manage cases, from docketing through completion of oral arguments

The George Washington University Law School

Washington, DC

Research Assistant, Professor S.F. Knowledge

Summer 2004 and Spring 2005

- Performed legal research on US laws in Spanish
- Assisted in translation of legal topics in constitutional and comparative law for lectures abroad

US Patent and Trademark Office

Arlington, Virginia

Legal Intern

Fall 2003

- Assisted in preparation and prosecution of patent and trademark application
- Conducted validity infringement and right to use searches
- Researched and drafted memoranda on patent, trademark, and copyright related matters

Law Offices of Macon & Money

Munich, Germany

Legal Intern

Summer 2003

- Assisted in preparation of European patent applications, opposition briefs, and office action replies for firm specializing in biotechnology patents

Florida State University, Chemical Engineering Department

Tallahassee, Florida

Research/Teaching Assistant

1998 - 2001

- Developed immunoassay applications for microsphere separation technology
- Analyzed and evaluated reports, assisted with instruction of chemical engineering courses, and supervised experiment setups

Big Corporation

Midland, Michigan

AWS Summer Intern

Summer 1999

- Developed optimization protocols for current chemical manufacturing processes and presented results to managing engineers for implementation

LANGUAGE SKILLS & INTERESTS

- Spanish (fluent)
- Backpacking throughout Europe
- Outdoor activities and sports

Susan Jones

123 Center Street, NW • Washington, DC 12345 • (202) 123-4567 • sjones@law.gwu.edu

EDUCATION

The George Washington University Law School, Washington, DC

Juris Doctor expected, May 2007 – Maintaining a B Average

- Student Bar Association (Academic Integrity Committee)
- Street Law Mentoring Program

The College of William and Mary, Williamsburg, VA

Bachelor of Business Administration, Finance, August 2002

- Judicial Council
- Circle K Service Organization
- Student Assembly
- Project Phoenix Outreach Program for At-Risk Youth

EXPERIENCE

Ayuda, Inc., Washington, DC

Legal Intern for Family Law and Domestic Violence Division

Summer 2004

- Assisted clients in the preparation for and filing of Civil Protection Orders
- Prepared for CPO hearings, including discovery, negotiating, interviewing and preparing witnesses, conducted legal research and drafted memoranda relating to domestic violence issues
- Prepared motions and complaints for family law issues, including divorce, custody, and visitation for domestic violence victims
- Interviewed clients who are low-income, immigrant domestic violence victims

The Law Firm of Irena I. Karpinski, Washington, DC

Legal Intern

Spring 2004

- Drafted motions, subpoenas, and court documents relating to family and immigration law cases
- Researched revised PERM regulations

Counsel for Child Abuse and Neglect (Division of the DC Superior Court), Washington, DC

Legal Intern

Fall 2003

- Conducted legal research and drafted memoranda in connection with child abuse and neglect cases
- Assisted individual court appointed attorneys with legal research projects addressing issues arising in child abuse and neglect cases
- Edited articles relevant to child abuse and neglect law for CCAN monthly newsletter, updated child neglect, adoption, and termination of parental rights case law summaries
- Attended court hearings in connection with child abuse and neglect cases

The Jacob Burns Community Legal Clinics- Immigration Clinic, Washington, DC

Research Assistant, Immigration Clinic

Summer 2003

- Prepared motions on immigration issues, asylum/withholding of deportation, and change of status
- Conducted interviews with and completed naturalization, immigrant visa, and asylum applications

Research Assistant, Domestic Violence Clinic

Summer-Fall 2003

- Conducted appellate and domestic violence research on issues such as *pro hac vice* motions, vicarious traumatization, Lautenberg Amendment, and child custody

The D.C. Bar Pro Bono Program Advice & Referral Clinic, Washington, DC

Intern

- Researched pro bono services and legal resources for DC residents with low to moderate incomes
- Created webpage for DC site of www.lawhelp.org

LANGUAGE SKILLS

- Spanish (working knowledge); Telugu (South Indian language; fluent)

Appendix F: Action Words for Resumes

Activated	Determined	Lectured	Reduced
Accelerated	Developed	Logged	Referred
Adapted	Devised	Maintained	Reinforced
Administered	Diagnosed	Managed	Reorganized
Advised	Directed	Motivated	Represented
Analyzed	Discovered	Negotiated	Researched
Approved	Dispensed	Obtained	Restored
Arbitrated	Distributed	Operated	Revamped
Arranged	Edited	Ordered	Reviewed
Assembled	Eliminated	Organized	Revised
Assisted	Established	Originated	Routed
Audited	Evaluated	Participated	Scheduled
Calculated	Examined	Performed	Selected
Collected	Expedited	Pinpointed	Served
Charted	Expanded	Planned	Simplified
Completed	Formulated	Prepared	Sold
Compounded	Founded	Prescribed	Solved
Conceived	Generated	Presented	Strategized
Conducted	Identified	Processed	Structured
Constructed	Implemented	Produced	Streamlined
Consolidated	Improved	Proficient	Studied
Consulted	Increased	Programmed	Supervised
Controlled	Influenced	Promoted	Supplied
Corresponded	Installed	Proposed	Supported
Counseled	Instituted	Protected	Taught
Created	Instructed	Proved	Tested
Delegated	Interpreted	Provided	Trained
Delivered	Interviewed	Purchased	Translated
Demonstrated	Invented	Received	Wrote
Designed	Launched	Recommended	
Detected	Led	Recorded	

Appendix G: Sample Writing Sample Cover Sheet

Susan Jones

123 Center Street, NW • Washington, DC 12345 • (202) 123-4567 • sjones@law.gwu.edu

WRITING SAMPLE

The attached writing sample is a legal memorandum that I drafted for my Legal Research and Writing Class. [Include a brief explanation of context, if necessary].

Appendix H: Sample Reference List

Susan Jones

123 Center Street, NW • Washington, DC 12345 • (202) 123-4567 • sjones@law.gwu.edu

REFERENCES

Mary Smith
Staff Attorney
U.S. Department of Energy
Energy Information Administration
Washington, DC
(202) 555-5555

Professor John Doe
Constitutional Law
The George Washington University Law School
Washington, DC
(202) 555-5555

John Johnson
Vice President of Operations
The Fir Company
Boston, Massachusetts
(617) 555-5555

Appendix I.: Sample Interview Questions

General

- Have you made a decision about the city where you ultimately wish to work? Why have you selected this city?
- Why did you accept an interview with us? What interests you most about our organization? What do you know about our firm/agency/company?
- How would you describe yourself? Tell me about yourself.
- What qualities do you have that will make you a successful lawyer? Why would someone with your personality traits and background be a good fit for our organization?
- What would you consider to be your greatest strengths? Greatest weaknesses? Why should I hire you?
- If I called your most recent employer, what three things would they most likely say about you?
- What two or three accomplishments have given you the most satisfaction? Are the most significant? Why? What did you learn most from a particular experience (on resume)?
- What is the greatest obstacle that you have overcome in your life/career? What is the most difficult decision you have ever had to make?
- With what other kinds of employers are you interviewing? Do you have any pending job offers? If so, where?
- Is there anything I should know about you that we have not covered? Is there anything about yourself you want to add?
- When are you available to begin working?
- Does your law school have journal publications? Why are you not a member of one of these?
- What do you like to do outside of law school?
- Do you plan to continue doing volunteer work once you finish law school and are working?
- How do you balance school work and your part-time job?
- What persuaded you to become a lawyer? Why did you decide to go to law school/to your particular law school?
- What areas of the law particularly interest you?
- What is your basic career objective?
- Where do you plan to be and what will you be doing five years after graduation? Ten years?
- In what kinds of permanent employment are you interested? What are you looking for in a summer job?
- How much significance do you think we should attach to your GPA and class rank? Please explain the grading system.
- Under what conditions do you work most effectively? (Do you prefer to work independently or with others? How do you respond to guidance and supervision?)
- How might you pursue continuing legal education after you have been admitted to the bar?
- How do you think the legal profession is viewed by the public?
- How do you feel about a lawyer's right to advertise and to solicit clients?
- What have you learned from participation on a publication or clinical program?
- If you graduated from law school, passed the bar, and had a year to do anything you wanted, what would you do?

Large/Medium Office

- What in particular interests you about our firm/organization?
- What part of our practice/mission is of special interest to you?
- What relevant educational/employment experience do you possess?
- Identify the personal qualities you possess that would make you successful with our firm.
- How are you prepared to devote yourself to the work of the firm?
- What practice specialties interest you? (Are you interested in doing pro bono work?)
- What type of work are you unwilling to do? What would you do if assigned work in that area?
- What can you tell us about your references?
- If we made you an offer, how soon would you be prepared to give us an answer?
- What are your salary expectations?
- What do you want to gain from working for a law firm?
- What are your expectations about the numbers of hours you'll be working at our firm/organization?

Small Office

- What ties do you have in this community?
- What is your understanding of how a small firm operates?
- How committed are you to working with a small firm? How hard are you prepared to work?
- How would our firm satisfy your interests? What specific aspect of our work would be congenial to you?
- If we hired you, at what salary do you expect to start?
- How much court work do you expect to do? Is that experience essential to you?
- Do you consider yourself an easy person with whom to get along? Explain.
- In what environments do you work most effectively and efficiently? (Do you feel comfortable with supervision or do you work best on your own?)
- How much responsibility are you prepared to assume right from the start? Explain.

Government

- Why are you interested in this government agency? Tell me what you know about this agency.
- Why do you want a career in government?
- What is the minimum time you are prepared to stay in the government's employ?
- What employment experience(s) qualify you for this job?
- What is your career plan?
- What are your feelings about government employees generally and the effectiveness of the bureaucracy?
- In what other government agencies are you interested? In what ways do you prefer this one over the others?
- What training do you have in administrative law?
- How much courtroom experience do you have?

Judicial Clerkships

- Explain your interest in trying to secure a clerkship.
- What are your particular interests in seeking a clerkship with me?
- Do you think a one-year term is long enough to make the job worthwhile? Explain.
- What are the particular aspects of a clerkship you would value?
- How far do you feel you have progressed in developing your writing skills?

- How valuable do you consider law review work in preparing you for a judicial clerkship?
- Have you looked into, and, if so, what have you discovered about the reputation of the judges to whom you are applying for a clerkship?
- What judges have you particularly admired because of style, substance, or ideology?
- How important to you are the political views of the judges?
- What do you think of merit selection in the federal and state judiciary? Do you know how it is supposed to work?
- Do you approve efforts to provide machinery to remove federal judges who are guilty of misbehavior? In your opinion, would it infringe upon the independence of the judiciary?
- Do you have an opinion regarding Chief Justice Burger's charge that a large portion of trial practitioners are incompetent?
- How conversant are you with significant current decisions of the United States Supreme Court? Do you read *U.S. Law Week*?
- Under what obligation is a judge to help a law clerk find another job at the end of the term?
- How can we improve the administration of justice?

Legal Services and Public Interest Groups

- How committed are you to service for the poor?
- What, if any interest do you have in service to the public generally?
- What are your practice interests? (Are you interested in: domestic relations cases, rights of consumers, landlord and tenant problems, claim collections, civil rights, anti-discrimination actions, rights to municipal services, welfare problems, or housing?)
- How much experience have you had in your field of interest?
- How much experience have you had with environmental issues?
- Would you be prepared to accept employment away from this city?
- For how long a period would you be willing to commit yourself to work for this agency?
- How important to you is the matter of compensation?
- What do you see as the basic rewards for working for Legal Services or Public Interest law firms?

Second Career

- After working for a few years, why did you decide to return to school?
- Tell me about your background/work experience. What did you gain from it? What does your experience allow you to bring to our firm/organization?
- Of which past experience are you most proud?
- Why are you leaving the military/your business? How will you deal with a new boss?

Appendix J.: Sample Questions to Ask During an Interview

General

- What type of work does the interviewer do?
- How long has the interviewer been with the firm/organization?
- What made him/her decide to join the firm/organization?
- Describe the firm and the people who work in it.
- What distinguishes the organization from others?
- Describe the organizational structure. How are policies determined?

Associate Positions

- How does the firm/organization determine what type of work a beginning attorney is assigned? How is the work supervised? How are the evaluations of that work communicated to the new attorney?
- How is the entry level attorney trained? Are there formal training programs?
- Does the firm/organization require its attorneys to specialize? When and how does the decision to specialize occur?
- How soon does a beginning attorney have direct client contact?
- What are the criteria for advancement? To what extent is the development of new clients a prerequisite to advancement?

Summer Associate Positions

- What kind of work are summer law clerks engaged in? Is there a rotation among departments? How is the choice of departments determined?
- What kind of supervision can a summer law clerk expect to receive? Is there an evaluation process? How is performance communicated to the clerk?
- What percentage of the students who worked as summer associates have become associated with the firm/organization?

DO NOT ASK:

- “How will I benefit?” questions, including work/billable hours, vacation time, maternity leave policy, benefits, and pro bono programs. Ask these questions after you receive an offer.
- Negative questions, including rumors about the firm, how the firm compares with others, or what employees dislike about the firm.
- Questions you could answer yourself through simple research.
- Questions answered during the interview. Pay attention and listen!

Appendix K.: Sample Thank-You Note Text

Networking Thank-You Notes:

“Thank you so much for taking time out of your busy schedule to meet with me yesterday. I appreciate the information and advice you provided about the market for environmental attorneys in Houston. I will follow-up with Mr. Smith as you suggested and I have already called for information about the Women’s Bar Association. Again, thank you for your time.”

“I am writing to thank you for your generous assistance during my recent job search. I met with Mr. Smith and he knew of several job possibilities. I interviewed with Larry Green at Blue, Clark & Jones and I was offered a position in their Natural Resources division. Thank you again for your help. I look forward to seeing you at the next Women’s Bar Association meeting.”

Following an Interview:

“Thank you so much for taking the time to interview me for a summer internship position with the American Civil Liberties Union (ACLU). I learned so much more about the ACLU and the challenges to preserve civil liberties. After hearing of your recent oral argument before the U.S. Court of Appeals for the Fourth Circuit, I am more convinced than ever that the ACLU is exactly where I want to work.

I really appreciate your time and look forward to talking with you again soon.”

Appendix L.: The George Washington University Law School Academic Recognition and Grade Representation Policy

Academic Recognition

Students of The George Washington University Law School are not supplied with individual class rankings. However, in lieu of specific rankings, students' relative academic accomplishments are represented through two scholar designations.

Students in the top 1% to 15% of the class (based on cumulative GPA at the end of each semester) are designated "George Washington Scholars," and students in the top 16% to 35% of the class (based on cumulative GPA at the end of each semester) are designated "Thurgood Marshall Scholars."

Grade Representation Policy

1. There is no requirement that grades be included on student resumes. Students who wish to represent grades on their resumes, however, must do so in one or more of the following ways. These three formats are the only acceptable means of grade representation on a resume.

a. The distinction of "George Washington Scholar" is bestowed upon those students whose cumulative grade-point average at the end of any semester places them among the top 1% to 15% of their class. The distinction of "Thurgood Marshall Scholar" is bestowed upon those students, excluding those designated George Washington Scholars, whose cumulative grade-point average at the end of the semester places them among the top 16% to 35% of their class;

Any scholar designation must also include an appropriate date designation. For example:

George Washington Scholar (top 15% of class, as of Spring 2006); or
George Washington Scholar (top 1% to 15% of class, as of Spring 2006); or
George Washington Scholar (Spring 2006); or
George Washington Scholar (as of Spring 2006) or
Thurgood Marshall Scholar (top 35% of class, as of Spring 2006); or
Thurgood Marshall Scholar (top 16% to 35% of class, as of Spring 2006); or
Thurgood Marshall Scholar (as of Spring 2006); or
Thurgood Marshall Scholar (Spring 2006)

Students who attain multiple scholar designations over the course of their academic career may indicate their achievement for each semester or as the current cumulative distinction:

George Washington Scholar (Fall 2005, Spring 2006) or
George Washington Scholar (Fall 2005), Thurgood Marshall Scholar (Spring 2006) or
Thurgood Marshall Scholar (top 16% to 35 % of class, as of Spring 2006)

b. By letter grade, for example: "Maintaining a B+ Average"; or

c. Numerically by G.P.A., for example: "G.P.A.: 3.006" or "G.P.A.: 3.006/4.333."

No other representation of grades is acceptable.

2. The Dean's Office will verify the accuracy of grade representation on the resumes of all students participating in interviewing programs. Students found to have misrepresented their grades will be asked to meet with the Dean.
3. LL.M. candidates may not use the Scholar designations to determine relative rankings.
4. If a student chooses to represent his/her actual G.P.A. on the resume, the G.P.A. must be represented to the third decimal point.
5. G.P.A.s must be stated exactly; rounding off is not permitted under any circumstances.
6. Any student who violates these rules in reporting grades may be guilty of academic dishonesty and subject to sanctions under The George Washington University Law School Code of Academic Integrity.

Students who would like to discuss how to represent their academic recognition or grades on your resume should speak with a counselor in the Career Development Office at 202.994.7340.

For the purposes of stating a letter grade average, the following conversion table should be used:

Letter Grade Average GPA Range

- A+, 4.167 or greater
- A, less than 4.167 and greater than or equal to 3.833
- A-, less than 3.833 and greater than or equal to 3.500
- B+, less than 3.500 and greater than or equal to 3.167
- B, less than 3.167 and greater than or equal to 2.833
- B-, less than 2.833 and greater than or equal to 2.500
- C+, less than 2.500 and greater than or equal to 2.167
- C, less than 2.167 and greater than or equal to 1.833
- C-, less than 1.833 and greater than or equal to 1.500
- D, less than 1.500

Academic Recognition by Class Year

J.D. Students

The distinctions of George Washington Scholar or Thurgood Marshall Scholar may be used as appropriate.

Appendix M.: CDO Policies and Procedures

The following standards maintained by the Career Development Office apply to students participating in all GW Law School interviewing programs. Failure to adhere to these policies and guidelines may result in one or more of the following:

- loss of access to the CDO and its resources
- a letter of reprimand from the Dean; and/or
- sanctions under the Law School's Policy on Academic Integrity in appropriate cases.

Students subjected to any of the above sanctions may be obliged to report the matter to the appropriate officials when seeking bar membership.

National Association for Law Placement: Principles and Standards for Law Placement and Recruitment Activities

The GW Law School actively participates in the National Association for Law Placement (NALP), an employer/law school membership organization. In support of NALP's mission of research and education, the association has developed a strong statement of ethical standards which projects the membership's interests as they relate to the legal recruitment and placement process.

The GW Law School fully subscribes to the principles set forth in the organization's Principles and Standards, which address candidates seeking employment. The Career Development Office expects all students to be familiar with and abide by these principles. A complete copy of the NALP Principles and Standards is provided at the end of this section.

Please be aware that employers who are not members of the NALP organization may not abide by nor subscribe to these procedures. With few exceptions, those employers conducting campus interviews at the GW Law School will be NALP members and will implement these procedures. If in doubt, ask at the time an employment offer is made.

Students will be held responsible for fully understanding and adhering to the provisions as set forth by NALP.

NALP's Principles and Standards do not condone rescinding offers. However, in recognition that rescission does occasionally occur, NALP provides guidelines for the employers, career offices, and students for ameliorating the situation.

The Career Development Office has established policies which provide for further implementation of the NALP Principles and Standards. These additional policies were developed to promote the best interests of the individual student, the general student body, and GW Law School. Non-compliance with either the NALP Principles and Standards or the Career Development Office Policies may result in the loss of the use of Career Development Office services.

Principles for Candidates

Candidates should prepare thoroughly for the employment search process.

Candidates should comply with the placement policies and procedures of law schools whose services they use.

Before beginning an employment search, candidates should engage in thorough self-assessment. Work skills, vocational aptitudes and interests, lifestyles and geographic preferences, academic performance, career expectations, and life experience should be carefully evaluated so that informed choices can be made. General instruction should be obtained on employment search skills, particularly those relating to the interview process.

Prior to making employment inquiries, candidates should learn as much as possible about target employers. Candidates should interview only with employers in which they have a genuine interest.

Throughout the employment search process candidates should represent their qualifications and interests fully and accurately.

Candidates should be prepared to provide, at employers' request, copies of all academic transcripts.

Under no circumstances should academic or biographical data be falsified, misrepresented, or distorted either in writing or orally. Candidates who engage in such contact may be subject to elimination from consideration for employment by the employer, suspension or other academic discipline by the law school, and disqualification from admission to practice by bar admission authorities.

Candidates should be prepared to advise prospective employers of the nature and extent of their training in legal writing. Writing samples submitted as evidence of a candidate's legal skills should be wholly original work. Where the writing was done with others, the candidate's contribution should be clearly identified. Writing samples from law-related employment must be masked adequately to preserve client confidentiality and used only with the permission of the supervising attorney.

Throughout the employment search process, students should conduct themselves in a professional manner.

Candidates who participate in the on-campus interview process should adhere to all scheduling commitments. Cancellations should occur only for good cause and should be promptly communicated to the Career Development Office and the employer.

Invitations for in-office interviews should be acknowledged promptly and accepted only if the candidate has a genuine interest in the employer.

Candidates invited to interview at employer offices should request reimbursement only for ordinary and necessary expenses which are directly related to the interview and incurred in good faith. Failure to observe this policy, or falsification or misrepresentation of travel expenses, may result in elimination from consideration for employment or the revocation of offers by employers. Candidates expecting reimbursement for travel expenses should reach an understanding with the employer prior to the trip. Expenses for trips during which candidates interview with more than one employer should be prorated in accordance with those employers' policies.

First semester first-year students shall not initiate contact with prospective employers before December 1.

Candidates should notify employers and the Career Development Office of their acceptance or rejection of employment offers by the earliest possible time, and no later than the time established by rule, custom or agreement.

Candidates should expect and request offers to be confirmed in writing. Candidates should abide by the standards for student responses set out in Part V (of the principles) and should always respond in writing to offers as soon as their decision is made, even if that decision is made in advance of the prevailing deadline date.

In fairness to both employers and peers, students should act in good faith to decline promptly offers for interviews and employment which are no longer being seriously considered. In order for law schools to comply with federal and institutional reporting requirements, students should notify the Career Development Office of acceptance of an employment offer, whether or not the employment was obtained through the office.

Candidates seeking or preparing to accept fellowships, judicial clerkships, or other limited term professional employment should appraise prospective employers of their intentions and obtain a clear understanding of the employer's offer deferral policies.

Candidates should consider the acceptance of an offer a binding obligation.

Candidates should, upon acceptance of an offer of employment, immediately withdraw from consideration with all other employers. If, because of unforeseen circumstances, it becomes necessary for a candidate to request release from or modification of his or her acceptance, both the employer and the Career Development Office should be notified promptly.

Students who engage in law-related employment should adhere to the same standards of conduct as lawyers.

In matters arising out of law-related employment, students should be guided by the standards of professional conduct which are applicable in the employer's state. When acting on behalf of employers in a recruitment capacity, students should be guided by the employer principles in Part IV of the principles.

Students should exercise care to provide full and fair information when advising peers about their former employers.

Candidates should promptly report to the CDO any misrepresentation, discrimination or other abuse by employers in the employment process.

GENERAL CDO OFFICE POLICIES

The following policies govern student participation in Career Development Office services and programs. They are designed to maintain a standard of equality and professionalism.

CDO Appointment Policy

If a student signs up for an appointment with a Career Development Office staff member or registers to attend a workshop or any other CDO-sponsored event, s/he is expected to give the CDO appropriate notice if s/he is unable to keep the appointment or attend the event. Failure to give appropriate notice (especially if repeated) may result in suspension from further use of the Career Development Office.

Interview Appointment Policy

Through CDO-organized interview programs, students are given the opportunity to select employers with whom they would like to interview. In turn, employers devote a significant amount of time and resources

to reviewing student resumes and arranging interviews. It is expected and required that students will interview with all employers that select them for interviews. Students who fail to honor their commitments compromise themselves, fellow classmates and the Law School.

The Career Development Office will excuse students from scheduling and attending an interview under the following circumstances: 1) the student has accepted a job offer; or 2) there is a conflict of interest with the interviewer or firm (deemed legitimate by CDO).

Students attempting to cancel an interview must contact the CDO prior to contacting the employer.

Students must notify the Career Development Office, via email or letter, at least three days prior to the actual interview if one of the above criteria applies to them. It is also recommended that students who cancel a scheduled interview with an employer write a letter of regret as soon as possible. If a student fails to contact the CDO at least three days prior to the actual interview, he/she will not be excused from the interview under any circumstances except for a serious illness.

Under advisement from the Dean, the Career Development Office reserves the right to suspend services and programs to a student who disregards this policy.

Call-Back Interview Policy

Invitations for in-office interviews should be acknowledged as soon as possible, but no later than one week from receipt of the invitation and accepted only if the candidate has a genuine interest in the employer.

After a student has accepted an offer of employment, s/he may not accept call-back interviews from another organization (except in the case of the intent to split summer employment between more than a single employer).

Employment Offer Response Policy

Students must respond to all offers in writing within the time frames set forth in the National Association for Law Placement Principles and Standards (Part V).

Offer Acceptance Policy

At no time should a student accept conflicting or mutually exclusive offers of employment. Students should consider the acceptance of an employment offer a binding obligation. Students who renege on an offer potentially will lose access to the CDO and its resources and be reported to the Dean's Office.

Appendix N: CDO Reciprocity Policy

For GW Law Students Seeking Reciprocity

Reciprocity is the process through which GW Law students may access some of the career resources available at other law schools in order to look for jobs in other areas of the country.

Please note: reciprocity is not available for first-year students.¹⁴ Reciprocity may be available for second-, third-, fourth-year students and graduates only.

Each law school has a different reciprocity policy, all of which have limitations including:

- GW Law students will not be permitted to meet with career counselors at other law schools;
- GW Law students will not be permitted to participate in recruitment programs at other law schools;
- GW Law students may be able to access Symplicity and/or other electronic resources, but may be required to pay a fee;
- All law schools have a Fall Recruitment Program that usually starts in August and runs through November. During this time, reciprocity is generally not granted.

Please familiarize yourself with the reciprocity policies of the law schools from which you intend to seek reciprocity, most of which are available on individual law school websites.

To seek reciprocity at another law school, please contact the GW Law Reference Librarian at cdolibrary@law.gwu.edu

¹⁴ Because the CDO does not grant reciprocity to first-year students at other law schools, typically, other law schools will not extend reciprocity to first-year GW Law students.

For Law Students Seeking Reciprocity at GW Law

The Career Development Office (CDO) provides reasonable access of resources to students and alumni of law schools outside the Washington, DC metropolitan area as follows:

1. Reciprocity is not available for first-year students from other law schools. Reciprocity may be available for second-, third-, and fourth-year students and graduates.
2. All requests for services must be made in writing by the student's/graduate's Career Development Office at least 2 weeks in advance of the intended visit;
3. Services are available on a one-to-one basis only to those ABA-accredited law schools which allow GW Law students and/or alumni use of their facilities;
4. Reciprocity privileges are available only to second, third and fourth year students or a graduate for a three month period, beginning with the date of our letter granting reciprocity, or until July 15th (whichever comes first). Each renewal request will be treated as a new request; and may therefore be denied. No walk in requests will be honored;
5. The student/graduate must wait until s/he has received a copy of our letter granting reciprocity before accessing services in our office, and must bring the letter with them on every visit to the CDO Resource Library;
6. The following services will be provided to the extent that the reciprocating school provides in-kind services:
 - Current position vacancy announcements (except "blind listings");
 - Resource Library publications and directories; and
 - Handout materials
7. The Director may deny further services to any school seen to surpass a reasonable number of requests within a given calendar year or to individuals who abuse the facilities, services or staff;
8. Reciprocity will not be available between July 15 and November 15;
9. Our CDO Resource Library regular hours are MWF 8:30am - 5pm; T/TH 8:30am – 7pm; SAT 10am - 2pm. Please call the office for evening, exam period, holiday and summer hours;
10. Without exception, students and graduates of other schools will not be permitted to schedule campus interview appointments with prospective employers, make an appointment to receive counseling, use computers, the fax machine or the telephone room;

Requests for reciprocity may be made to only one Washington, DC area law school per student or graduate. Reciprocity is not available between Washington, DC area schools.