

JOB SEARCH STRATEGIES

Information for Transfer Students 2009

Congratulations on your admission as a transfer student to The George Washington University Law School. Transferring students have unique opportunities and challenges, and the following information will assist you in your transition.

The Fall Recruitment Program

Once you have decided to attend GW Law School, you need to notify us right away as our Fall Recruitment Program deadlines occur during the summer before you start classes. The Fall Recruitment Program brings national and local legal employers to GW Law and to regional locations for the purpose of interviewing second- and third-year students for summer and permanent legal positions. The scheduled deadlines for participation in the 2009 Fall Recruitment Program are:

-- **5:00 pm eastern, Wednesday, July 15, 2009** is the bidding deadline for the New York and Philadelphia Regional Interview Programs.

-- **5:00 pm eastern, Friday, July 17, 2009** is the bidding deadline for TLC Regional Interview Programs (Atlanta, Chicago, Los Angeles, Miami, San Francisco, New Hampshire, Dallas).

-- **5:00 pm eastern, Wednesday, July 22, 2009** is the bidding deadline for OCI.

-- **5:00 pm eastern, Wednesday, September 2, 2009** is the bidding deadline for the FRP Resume Collection.

In order to participate, you must have a User ID and Password for our web-based recruiting system (Simplicity). If you would like to participate in these programs, contact Kathryn Parente or Liza Ramirez in the CDO (202-994-7340) for your ID and Password. Once you have contacted us, we will verify with the Office of Admissions that you intend to attend GW Law School in the fall. Participation in the Fall Recruitment Program will require you to upload a resume, cover letter and Self-Prepared Grade Sheet. The template for a Transfer Student Self-Prepared Grade Sheet is attached. Information about resume and cover letter writing as well as the services the CDO provides can be found in the Student Career Guide at:
<http://www.law.gwu.edu/Careers/currentstudents/Pages/2008-2009StudentCareerGuide.aspx>.

We are aware that you may be waiting to hear from other schools about admission. We will appreciate your candor when letting us know of your intention to attend GW. Please keep us informed of any changes in your transfer status so we can ensure that all available interview opportunities go to enrolled GW Law students.

Career Services at The George Washington University Law School

Staff – The nine Career Counselors in the CDO collectively represent over 75 years in the legal profession. All the Career Counselors are trained, licensed attorneys.

Individualized Career Counseling – The counselors meet individually with hundreds of students and alumni each year to assist in all aspects of the career development and job search process. Counseling takes many forms and includes “basic tools” preparation (resumes, cover letters, application procedures, etc.), employment market insight (career options, interpreting organizational research, and job-search strategy), and personal career counseling (self-assessment, skills recognition and development). Appointments are usually available within 24 hours and a designated walk-in counselor is available every day for “quick questions.”

Skills Training and Practice Area Programs – The CDO maintains an active programming schedule throughout the year. Practice area programs provide an excellent opportunity to network with practicing lawyers who are often GW Law School graduates.

Career Resource Library – Our Resource Library collection includes several hundred resources ranging from general information on legal career planning to employer profiles and prospective employer contact information.

CDO Website: www.law.gwu.edu/cdo/ - Updated on a regular basis, the CDO website provides information on recruiting programs, the latest edition of the bi-weekly newsletter *Noteworthy*, CDO handouts, and more than 100 links to other career-related websites.

Job Postings – During 2008, the CDO posted over 3,500 job vacancies to which students and alumni could apply directly. These opportunities included summer positions, part-time jobs during the academic year, experienced lawyer positions, full-time positions for evening division students, entry-level attorney positions, judicial clerkships, internships, and teaching opportunities. Job vacancies are updated daily and advertised for students and alumni 24 hours a day through our web-based job postings and recruiting system, *Symplivity*.

Diversity Events and Programs – Minority students are served through a variety of programs and career fairs which take place throughout the year. The Law School participates in several annual job fairs for our diverse student body: Black Law Student Association (BLSA) Regional, Dupont, Delaware Minority, Cook County (Chicago, IL), Boston Lawyers Group, Allegheny County (Pittsburgh, PA), and the Lambda Law Conference and Career Fair. The Consortium of Washington DC Area Law Schools also provides programming in collaboration with area minority student groups. The CDO offers an e-mail distribution list for minority students and works closely with several student groups to inform them of various diversity efforts undertaken by bar associations and legal employers around the country. The affinity groups of GW are the Asian Pacific American Law Students Association, Black Law Students Association, Hispanic Law Students Association, East Asian Law Society, Native American Law Student Association, South Asian Law Student Association, Muslim Law Students Association and Lambda Law.

Evening Students – To accommodate the unique needs of evening students, the CDO offers extended hours and flexible scheduling. We have a career counselor to serve evening students several nights a week. The CDO has prepared a handout *Career Planning for the Evening Student* that provides information about gaining legal experience and a career planning timeline.

Alumni Career Advisor Network – With over 18,000 living alumni, GW Law can assist in connecting you with graduates in virtually every legal practice and geographic area. Through networking and informational interviewing with GW Law graduates, you can investigate employers, employment trends, and alternative career options.

Public Interest Initiatives – Through a number of initiatives, the CDO works to create an atmosphere of support, validation, and increased knowledge of public interest employment opportunities. One of the career counselors is dedicated solely to Public Interest and moderates the Public Interest listserv, which communicates public interest job and internship opportunities as well as networking and community events to students and alumni. GW Law is a member of PSLawNet, an on-line service that links law students with public interest opportunities worldwide. The CDO also facilitates student interviews with public interest employers through the yearly Public Interest Recruiting Program (co-sponsored with the Georgetown University Law Center), Government Internship Fair and the Equal Justice Works Career Fair, which is held annually in Washington, DC. The Public Interest Counselor also serves as the Pro Bono Liaison and assists students in identifying pro bono opportunities. Finally, the Public Interest Counselor has an active role in the Law Schools’ Public Interest Committee and Pro Bono Subcommittee, which seek to promote “hands-on” volunteerism in the Washington, DC community.

Public Interest Summer Funding/Loan Reimbursement Assistance Program – The CDO participates in the faculty and student committee that administers summer subsidies, school-year fellowships, and loan reimbursement assistance. The CDO also publicizes sources of funding outside of the Law School.

Career Development Office Recruitment Programs

In addition to the Fall Recruitment Program described above, the CDO administers or participates in the recruitment programs listed below.

Public Service Recruiting Program

Small and Medium Employer Recruitment Program (spring semester)

Government Internship Fair

Patent Law Interview Program

Equal Justice Works (EJW) Public Interest Career Fair

Diversity Events and Recruitment Programs:

Black Law Students Association (BLSA) Mid-Atlantic Regional Job Fair
Boston Lawyers Group Washington Area Job Fair for Students of Color
Cook County Job Fair (Chicago Region)
Dauphin County Bar Association Minority Job Fair (Harrisburg, PA)
Delaware Minority Job Fair
Dupont Legal Minority Job Fair
Hispanic Bar Association Convention and Job Fair
Lavender Law Conference and Job Fair
Minnesota Minority Recruitment Conference
Nashville Bar Association Minority Clerkship Program
National Asian Pacific American Bar Association Convention and Job Fair
National Black Prosecutor’s Association Annual Conference and Job Fair
Northwest Minority Job Fair (Seattle, WA)

STUDENT NAME

**THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL
SELF-PREPARED GRADE SHEET**

Date Prepared: [Insert Date]

Transfer Student, JD Expected [YEAR]

**AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW
SELF-PREPARED GRADE SHEET**

SEMESTER: [Fall/Spring/Summer Year]

SUBJ NO	COURSE TITLE	CRDT	GRD

Ehrs [Number] GPA-Hrs [Number] GPA [Number]

CUM [Number] GPA-Hrs [Number] GPA [Number]

Good Standing

[Insert Scholar Designation Here if Applicable]

[Description of Scholar Designation Here if Applicable]

SEMESTER: [Fall/Spring/Summer Year]

SUBJ NO	COURSE TITLE	CRDT	GRD

Ehrs [Number] GPA-Hrs [Number] GPA [Number]

CUM [Number] GPA-Hrs [Number] GPA [Number]

Good Standing

[Insert Scholar Designation Here if Applicable]

[Description of Scholar Designation Here if Applicable]

SEMESTER: [Fall/Spring/Summer Year]

SUBJ NO	COURSE TITLE	CRDT	GRD
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Ehrs [Number] GPA-Hrs [Number] GPA [Number]

CUM [Number] GPA-Hrs [Number] GPA [Number]

Good Standing

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