

# Making the Most of Winter Break

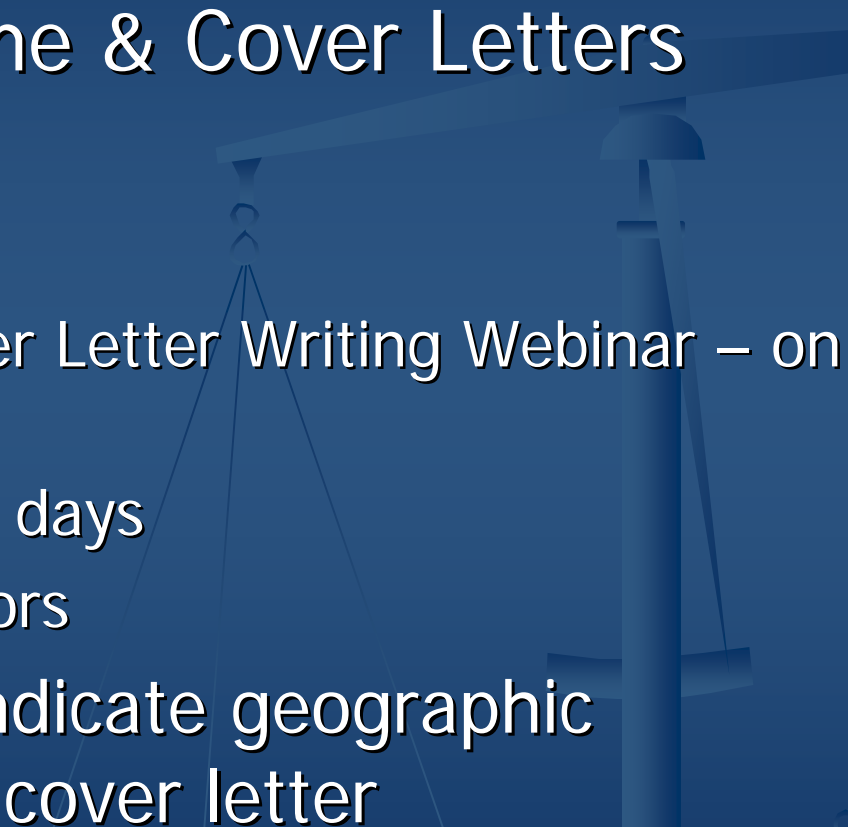
Fall 2009

A faint, light blue background image of a balance scale is visible on the right side of the slide. The scale has a vertical pillar, a horizontal beam, and two pans hanging from the beam. The image is semi-transparent and serves as a decorative element.

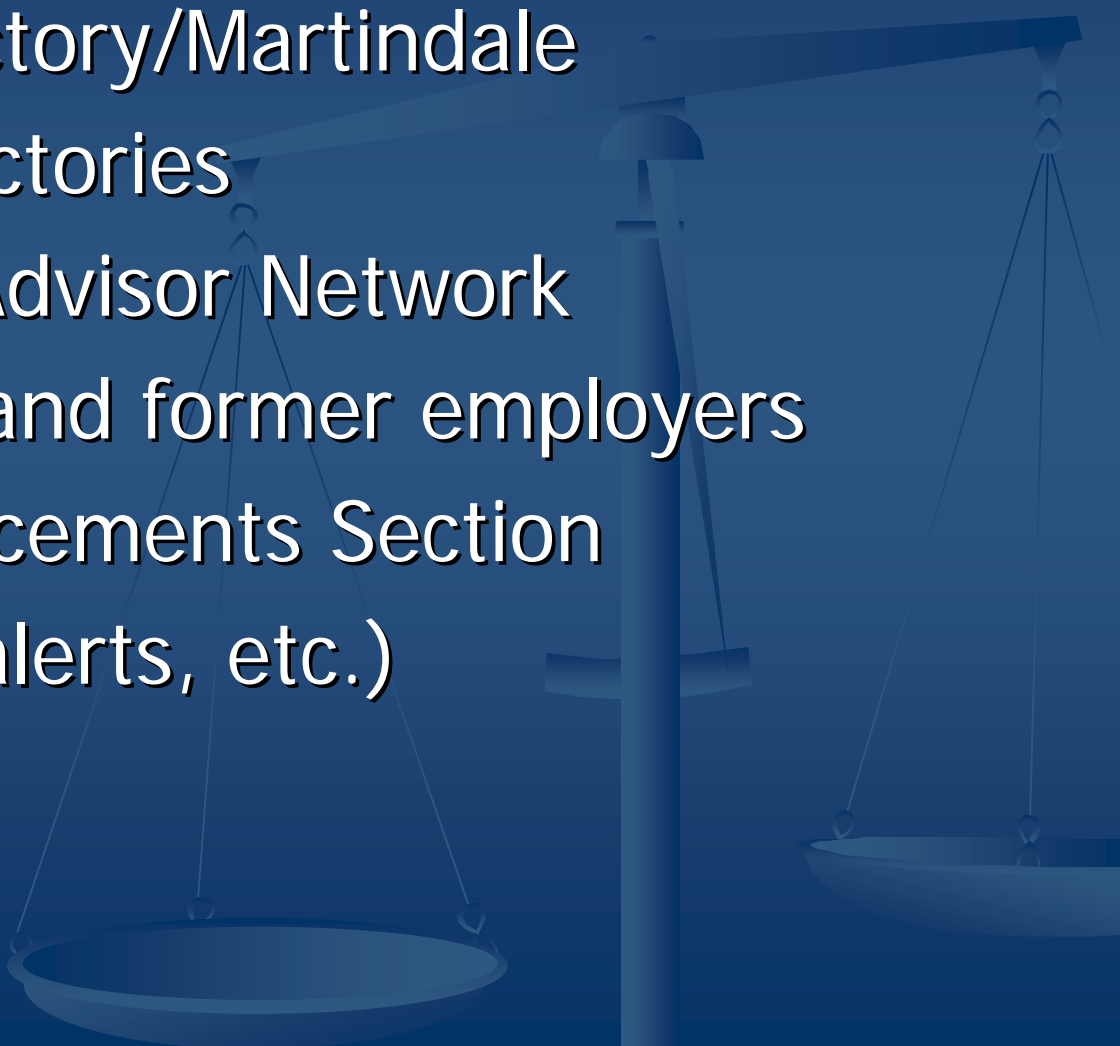
# Countdown to Winter Break

- *Between now and Thanksgiving*
  - Finalize resume and cover letter
  - Identify “networkees”
  - Identify employers
  - Identify career-related events
- *Over Thanksgiving Break*
  - Set up meetings with networkees
  - Finalize applications to out of town employers\*
  - Tell family and friends that you need a job!
- *After Thanksgiving Break – Dec. 18*
  - Put job search on backburner in favor of finals!

# Resumes & Cover Letters

- Finalizing Resume & Cover Letters
    - Resources
      - Manual
      - Resume & Cover Letter Writing Webinar – on Portal
      - Resume review days
      - Career counselors
    - Remember to indicate geographic ties/contacts in cover letter
- 

# Identify “Networkees”

- WestLegal Directory/Martindale
  - Leadership Directories
  - Alumni Career Advisor Network
  - Friends, family and former employers
  - Symplicity – Placements Section
  - Media (Google alerts, etc.)
- 

# Identify Out of Town Employers

- Symplicity – Job Postings
- Arizona Guide
- PSLawnet.org
- WestLegal Directory/Martindale
- Leadership Directories
- Friends, family and former employers



# Identify Career-Related Events

- Employer events
    - *Noteworthy*, *Symplicity*, CDO emails, student groups, trade publications
  - Bar associations
    - State, local, voluntary
  - Conferences/Continuing Legal Education (CLE) programs
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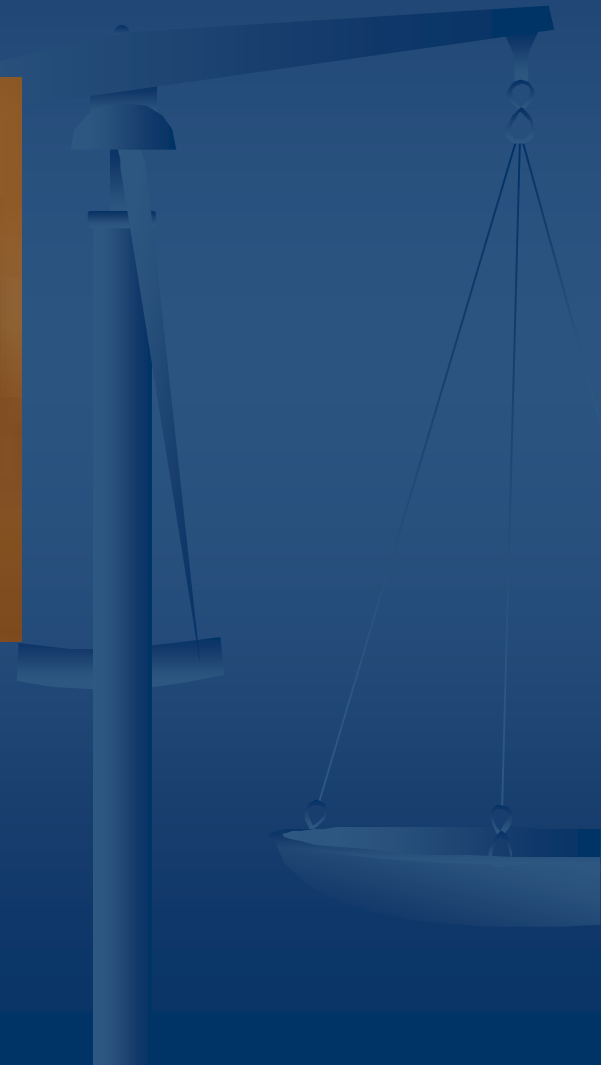
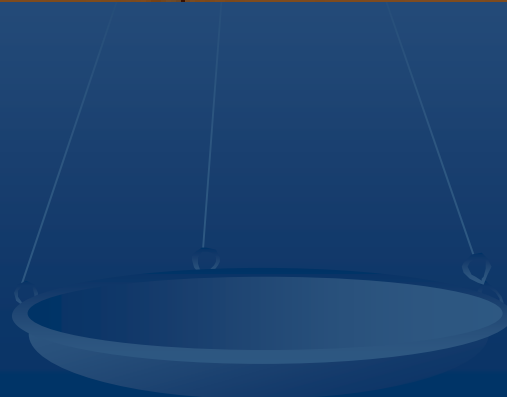
# Set Up Meetings with Networkees

- Call/email as many as you need to set up five meetings
  - How to approach: refer to “Four Easy Steps to Networking Success” and Appendix E of the Student Guide
  - When to approach: over Thanksgiving break
  - Follow up and keep track!

# Tell Everyone You Know...



# During Finals

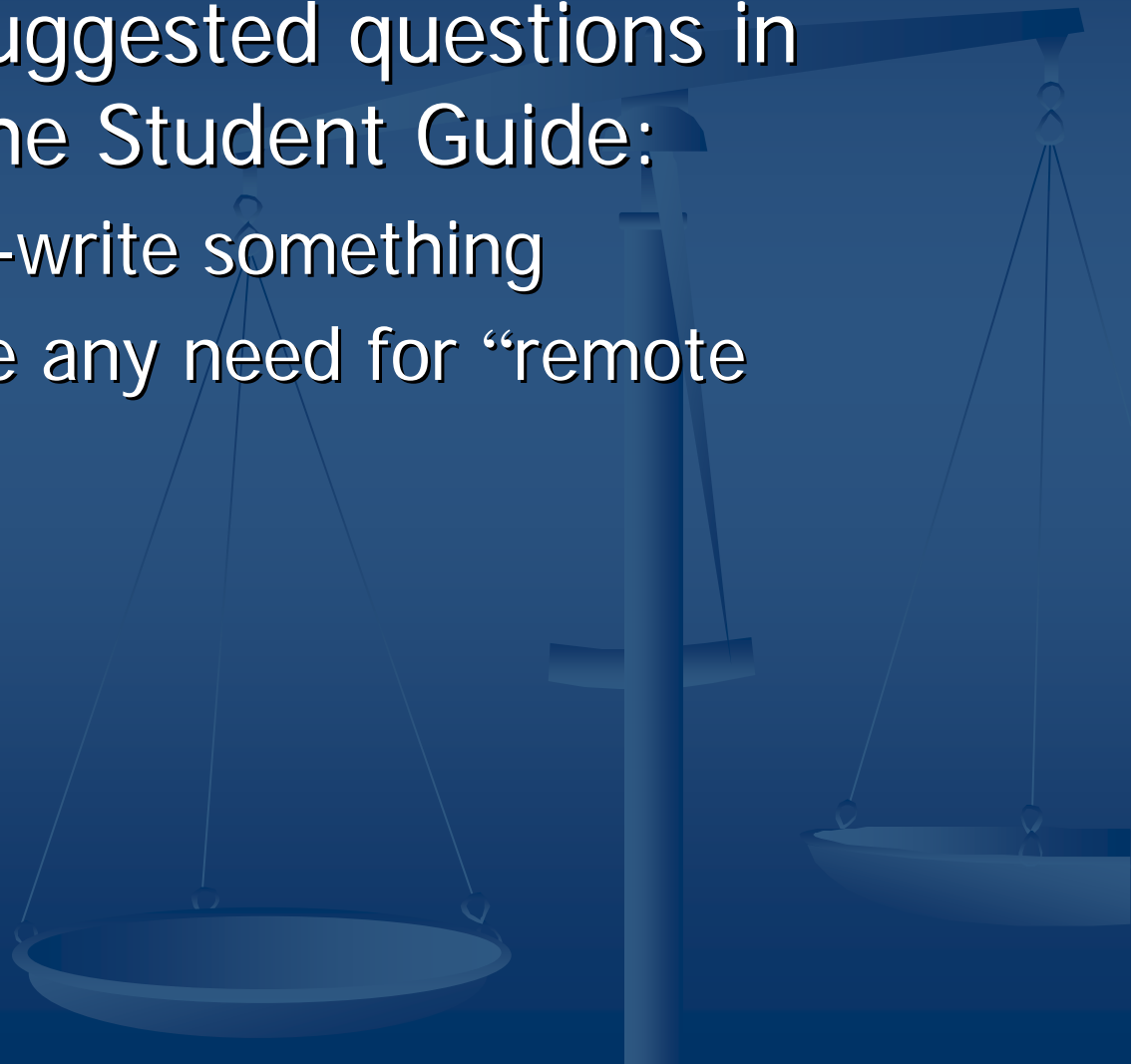


Over Winter Break...



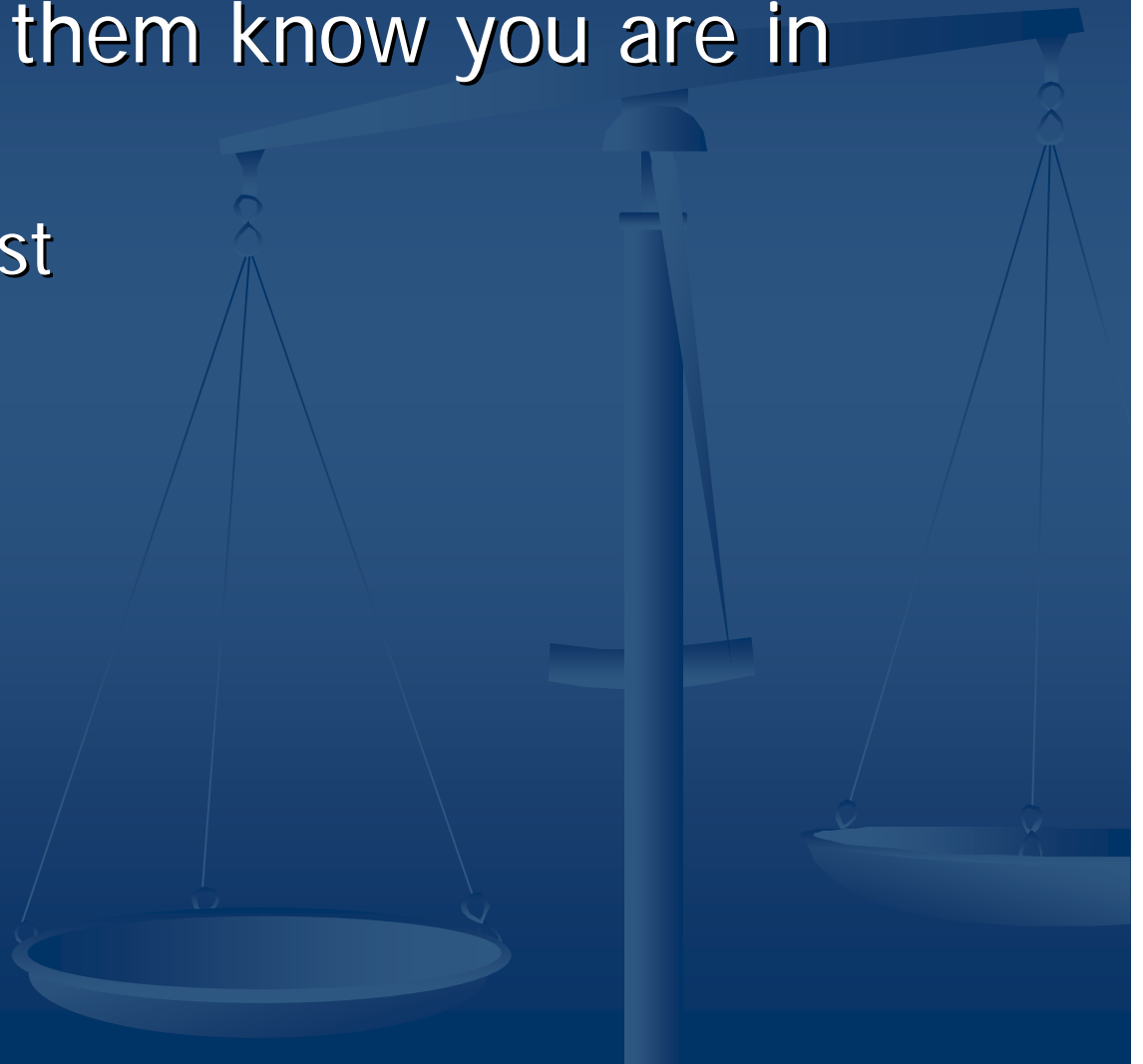
# Meet with Your Networkees

- In addition to suggested questions in Appendix F of the Student Guide:
  - Volunteer to co-write something
  - See if they have any need for “remote services”



# Follow Up With Out Of Town Employers

- Email/call to let them know you are in town
  - Reiterate interest



# Attend Career-Related Events

- Do:
  - RSVP
  - Prepare questions in advance
  - Talk to attorneys and recruiters
  - Collect business cards
  - Dress professionally
- Don't:
  - Party!

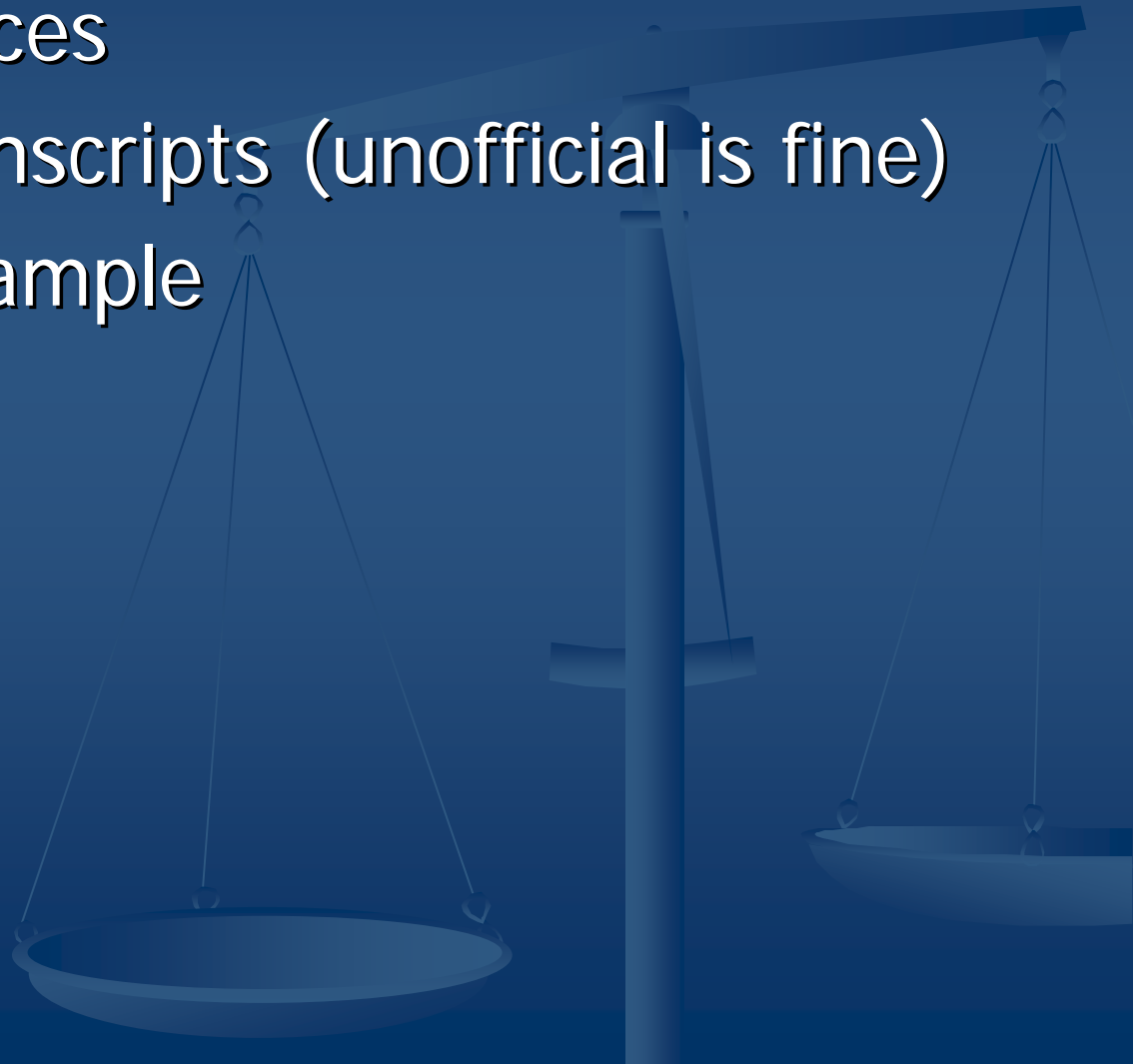


# Research and Apply To Other Employers



# The Small Things

- Contact references
- Obtain prior transcripts (unofficial is fine)
- Select writing sample



# And a Big Thing!

- Update your career counselor!



# What About Grades?

- Available late January at the earliest.
- Will have to send updated resume and maybe law school transcript to outstanding employers.

