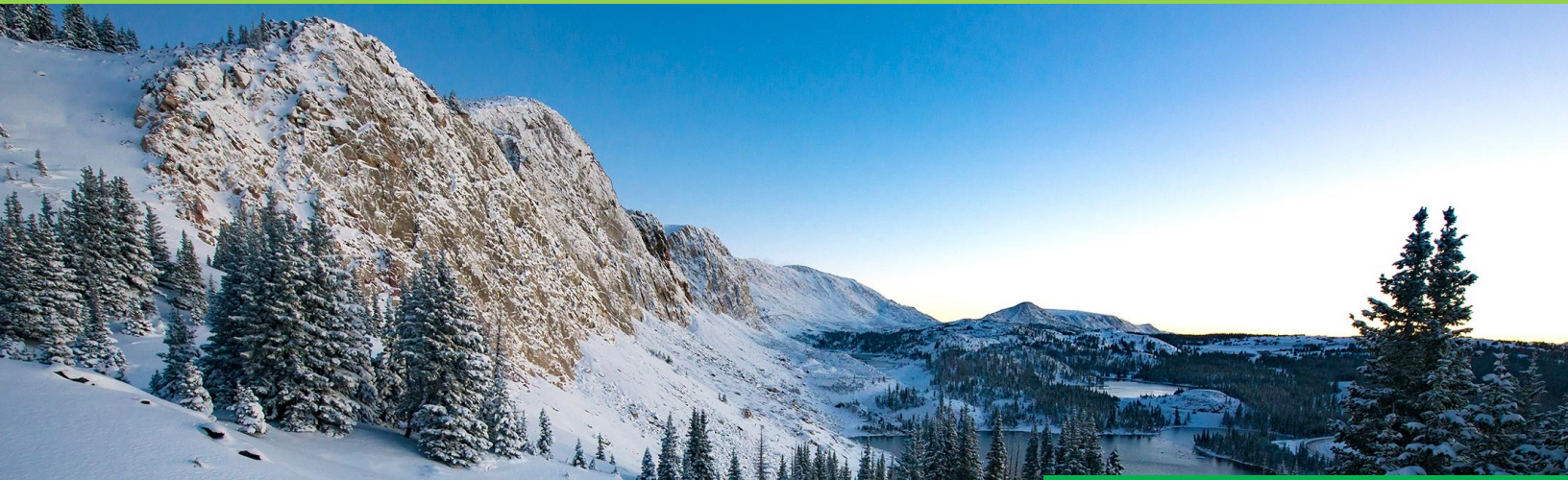




UNIVERSITY
OF WYOMING

College of Law
Career Services Office

CAREER CLIPS: DECEMBER 2023 - 1L EDITION



2024 Is Going To Be A Great Year!

You've made it through your first semester of law school! We know you're looking forward to the winter break, and want to help you be on pace for the spring term.

On-Campus Interviews (OCI) will begin in February, with employers meeting with students in the Gateway Center for all in-person interviews. More information about the OCI process can be found in this newsletter.

Do not hesitate to utilize the POKES Resource Library to guide you through creating your application materials, and empowering yourself with the tools to succeed during the OCI process. The winter break is an ideal time to be sure you are prepared for the opportunities to come!


*Happy
Holidays*


Upcoming Event

A Day In The Life Of A District Attorney

⇒ RSVP to TaylorGross@DA4Colorado.Gov as soon as possible; limited spots available!

⇒ 3/1/24 - Colorado's 4th Judicial District Attorney's Office

This exclusive event is designed for law students who are interested in criminal law and eager to learn from seasoned legal practitioners.

Your CSO Director
ASHLI TOMISICH

Ashli.Tomisich@uwyo.edu

On maternity leave until December 14th, then stepping down after winter break.





OCI TIPS:

★ Read the posting!
Note the limit on writing sample lengths, number of references, specific focus points for your cover letters, etc.

★ Do your research!
Who do you address your cover letter to, etc. When in doubt call to find out.

★ Apply for everything!
You never know what position is a good fit.

How To Submit A Transcript

- ⇒ **Unofficial works, unless official is specifically requested**
- ⇒ **Pull up transcript in WyoWeb**
- ⇒ **File > Print, or Ctl+P**
- ⇒ **Select PDF on the drop-down menu for printer**
- ⇒ **Save file to folder/desktop**
- ⇒ **Upload into POKES!**

On Campus Interviews (OCI)

Every fall and spring we host employers on campus to interview students for positions ranging from summer internships to associate employment. Openings are posted in POKES, on the OCI tab within the job listings. From there, students are able to apply and later reserve interview time slots.

The first application deadline of January 22nd will be quickly approaching, so be sure your resume and cover letter are ready!

Nearly every employer mentions using social media to scan applicants - check your online presence!

It is also recommended that you begin researching firms you are interested in, so you never have to ask the embarrassing question, "What does your firm do?" In addition, be sure to ask or remind your references about their willingness to be contacted.

You have amazing resources at your fingertips when you visit the OCI folder within the POKES Resource Library. There you will find the OCI Toolkit, style and content tips for your application materials, interviewing guidance, advice for offer and negotiation, and much more!



Six Salary Negotiation Mistakes You Don't Want to Make

By Charles Volkert



Overstating Accomplishments

If discovered, even the slightest overstatement of your credentials could cast serious doubts on your credibility.

Seeming Arrogant

Know how to draw the line between conveying confidence and appearing self-important.

Not Being Assertive Enough

Present your accomplishments and salary expectations in an assertive, confident manner if you're to receive the best possible offer.

Laying Your Cards on the Table Too Soon

Delay discussing compensation for as long as possible. An employer becomes increasingly committed to hiring you.

Ignoring Other Aspects of an Offer

Consider other elements of a job offer that may be equally valuable (i.e. bonus structure, floating holidays).

Drawing a Line in the Sand

Issuing an ultimatum is usually counterproductive and may cause negotiations to fall apart.

How to Ask for a Letter of Recommendation



Internship applications commonly require a list of references, but you may see a request for letters of recommendation from time to time.

When this happens, it's completely normal to feel nervous about asking a professor or employer to write you a letter. Taking these tips into consideration, you can maximize your chances of getting stellar recommendations.

- ⇒ Choose well: The most effective recommendation will come from someone who can speak to your character on a personal level.
- ⇒ Provide transcripts and resume: Make it easy for the person doing the writing to highlight your accomplishments and strengths.
- ⇒ Ask in person: Explain what it is you're applying for so they have a clear picture of the responsibilities and employer.
- ⇒ Follow up before the due date: Send a polite reminder a week or two before your letters are due.
- ⇒ Say thank you: Be sure to provide a short thank you note to each recommender, expressing your appreciation for their support. Also, it's a great idea to update them with the good news that you've accepted the job.

5 Ways to Look Confident in an Interview

(even when you're freaking out)

1. Just Breathe

By doing this, you can redirect the troublesome emotion you're experiencing and be able to focus on something else.

2. Don't Fidget

Keep your hands clasped together on the table or in your lap to avoid any subconscious table tapping, hair twirling, or otherwise noticeable squirming.

3. Make Eye Contact

Maintain steady, natural eye contact throughout the interview.

4. Press Pause

To preempt any rambling, try to answer each question with only one thought or idea at a time.

5. Think Positively

Calm your nerves by reminding yourself that you deserve to be there.

Read the full article [here](#).

Recent Job Postings (For a complete list of job openings, visit [POKES](#))

[Legal and Compliance Intern](#) - Greystar - Remote - Apply by 12/5/23

[Summer Law Clerk](#) - National Center for Youth Law - Remote - Apply by 1/12/24

[Volunteer Student Internship](#) - CISA's Office of Chief Counsel - Remote or In Person - Apply by 2/8/24

[Law Student Research and Writing Competition](#) - NRA Civil Rights Defense Fund - Apply by 3/1/24

ROCKY MOUNTAIN REGION

[Interns/Externs](#) - Colorado Public Defender - Various Locations

[Oil and Gas Law Intern](#) - Mountain States Energy Attorneys and Advisors - Denver, CO

[Summer Externship](#) - Denver District Attorney's Office - Denver, CO

[Summer Internship](#) - 18th Judicial District Attorney's Office - Centennial, CO

[Law Student Volunteer, Summer 2024](#) - Dist. of MT - Billings/Great Falls/Helena, MT - Apply by 1/5/24

[ENR Division's Law Clerk Program](#) - US Department of Justice - Denver, CO - Apply by 1/5/24

[Dalthorp Public Interest Clerkship](#) - Crowley Fleck PLLP - Various Locations - Apply by 1/6/24

[2024 Summer Internship](#) - 4th Judicial Dist. Attorney's Office - Colorado Springs, CO - Apply by 3/1/24

[Law Student Internship](#) - Montana Department of Justice - Helena, MT - Apply by 4/15/24

[2024 Summer Intern](#) - CO Legal Svcs. Migrant Farmworker Div. - Various Locations - Apply by 4/30/24

OUTSIDE THE REGION

[Judicial Intern Opportunity Program](#) - ABA's Litigation Section - Various Locations - Apply by 1/12/24

[2024 Summer Judicial Internship \(Unpaid\)](#) - Just the Beginning - Various Locations - Apply by 1/14/24

[Summer Intern, Civil Division](#) - Alaska Department of Law - Anchorage, AK - Apply by 1/16/24

[Law Student Externship](#) - Idaho State Appellate Public Defender - Boise, ID - Apply by 3/31/24

[Program Legal Group Internship](#) - DOE, Office for Civil Rights - Various Locations - Apply by 4/30/24

Coming Early January... Stay Tuned!

[Colorado Pledge to Diversity Summer Clerkship Program](#)

Want to work in Denver? Interested in getting paid this summer? Want to explore what "Big Law" is all about? The Pledge is a huge opportunity to get a foot into the metro-Denver market. Over 40 employers have participated in the past!

[BakerHostetler Paul D White Diversity Scholars Program](#)

Early opportunities to build client relationships, serve the community, and follow your passion are foundational to success in law. Accordingly, the Paul D. White scholarship is a tiered scholars program available to 1L and 2L students to provide recipients with unique opportunities and experiences during their summer internship.



UW College of Law Career Services Office

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www.uwyo.edu/law/career-services/

Interested in a nation-wide job search? Visit [POKES](#) and the [Intercollegiate Job Bank](#).