

Career Services & Professional Development Handbook



UNIVERSITY OF WYOMING

COLLEGE OF LAW

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Greetings and Welcome to the University of Wyoming College of Law!

The Director of Career Services & Professional Development (Director) at the University of Wyoming (UW) College of Law provides personalized counseling, including resume and cover letter review, for law students and alumni regarding their professional development goals. The Director plans and institutes career trainings; organizes, maintains and distributes information involving career services, continuing legal education events (CLEs), on campus interviews (OCI) and other career services events. The Director develops ongoing relationships with local, regional and national employers to improve satisfaction with the recruiting process, as well as provide better career assistance to law students and alumni.

The Student Services Coordinator or Director will e-mail students job postings and career services-related news and events. The Coordinator helps maintain the Career Services Office (CSO) and job posting bank and is also available to answer general questions related to career services.

All services provided by the Career Services Office (CSO) are available to both current law students and to alumni.

Career Services Library

The Career Services Library contains written resources about legal careers. The Career Services Library is open during regular business hours. Items may be checked out through the Law Library.

POKES: Online Job/Internship Postings, Resources and More

The CSO maintains a job posting bank through Professional Development Opportunities Kick-starting your Employment Success (POKES, powered by 12Twenty). The job posting bank requires a user name (your uwyo email address) and password. As a 1L, you will gain access to this resource after Oct. 15th. The CSO posts jobs to this board and also posts on the bulletin board in the law school dedicated to career services by the south entrance (next to Classroom 182). Employers can also post a job themselves onto POKES. Employers who post on the CSO website are expected to abide by the UW College of Law's Equal Employment Opportunity Statement and Nondiscrimination Policy as set forth below.

The Director or the Coordinator will regularly e-mail students with job posting information. After a student graduates from the law school, he or she may still use POKES and the job posting bank and any other services of the CSO.

POKES houses a number of documents, subscriptions, and written resources. You can find a complete tutorial on where to find each through the power point presentation included in this handbook.

Career Counseling

The CSO offers career counseling with the Director. This is very helpful for the office to understand your career goals and aspirations. Through these meetings, the Director can review your application materials, discuss your plans, and better guide your job hunt. **It is strongly encouraged that you meet with the Director once a semester.** Students can schedule counseling through POKES, if students are unable to find a suitable time through the counseling module, then they are encouraged to email the Director to set up an alternative time to meet.

Submitting Application Materials

In general, application materials should be submitted directly to employers using the contact name and address on the job posting. The job posting will indicate whether the employer allows e-mailing of application materials. If the position is with the State of Wyoming, the job posting may instruct students to apply on-line with the A&I Human Resources Division's website. In some cases, the Director will collect resumes and bundle them for employers. This is done at the request of employers and will be noted on the job posting.

On Campus Interviews (OCI)

Some employers prefer to interview students on campus for internships and jobs. The employer coordinates this through the CSO. Interview times and dates are coordinated through POKES. Employers (with the exception of military recruiters) are expected to abide by the UW College of Law's Equal Employment Opportunity Statement and Nondiscrimination Policy as set forth below. OCI runs twice a year for about a month in the fall for 2L's and 3L's and in the spring for all students. These positions are housed in the OCI tab inside POKES.

E-mail Notices

The Director or the Coordinator will send e-mails to students about upcoming events, employment opportunities, and deadlines. Please check your UW e-mail often and make note of any relevant deadlines or upcoming events you may want to attend. Students may also receive individual emails promoting the recommended counseling appointments. You may decline counseling, but it is recommended students let the Director know your choice to decline counseling to stop the email reminders.

Monthly E-Newsletter

The Director provides information and articles that will be published in a monthly e-newsletter. This email will include relevant job postings, upcoming events, deadlines and important notices. This newsletter is the primary method (second only to POKES) by which the Director will update students on positions, opportunities and networking events.

Equal Employment Opportunity Statement & Non-Discrimination Policy

The UW College of Law and the CSO are committed to a policy of equal opportunity employment. Any employer that discriminates for the purposes of hiring on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, age or disability is prohibited from using the facilities and services of the CSO.

The above policy shall also apply to any and all other UW College of Law campus facilities for purposes of recruitment. Nothing herein shall prevent any student from distributing materials except as an agent for an employer.

The Solomon Amendment (10 U.S.C. § 983) and Military Recruiters

The UW College of Law reaffirms its existing nondiscrimination policy, but suspends enforcement of that policy with respect to the military. At the same time, the UW College of Law commits itself to actions intended to maintain an environment supportive of and welcoming to LGBT members of the UW College of Law community, to educate its students and other constituencies about the importance of nondiscrimination on the basis of sexual orientation, and to state publicly its objections both to discrimination on the basis of sexual orientation and to the Solomon Amendment. Additional information about the Solomon Amendment and the UW College of Law's policy is available in the Office of the Dean.

Student Complaints Regarding Discriminatory Practices by Employers

As a condition of using the services of the CSO, and in order to implement the UW College of Law's affirmative action and nondiscrimination policies, students shall notify the CSO of recruiting practices or interviewing conduct, on or off campus, by employers which are reasonably believed to violate, or not be consistent with, the UW College of Law's policy, as soon as possible after the incident in question.

Oral Complaint

A student shall make an oral complaint to the Director of any employer conduct that the student reasonably believes either violates, or is not consistent with, the UW College of Law's policy. If the student does not wish to pursue the matter following the initial conversation with the Director, the employer will not be informed of the complaint and the identity of the student if the student so elects, but a good and sufficient recording or notes of the complaint or conversation will be kept. An investigation will not commence with only an oral report.

Written Complaint

A student who wishes to have his or her complaint investigated shall submit the complaint in writing to the Director. After discussing the complaint with the student, and when a reasonable person would in good faith conclude that the employer conduct complained of violates or is not consistent with this policy, the Director shall, upon consultation with the Associate Dean, contact the employer to discuss the complaint, to clarify the employer's policies and practices, and to suggest the initiation of remedial action as required. If the complaining student so requests, the Director will preserve the student's confidentiality to the extent practicable in discussing the complaint with the employer.

Record Keeping and Reporting Requirements

The Director will keep written records of the complaint, related conversations, and any informal compromise or resolution of the matter. Such records shall be for the sole use of the UW College of Law and information in such records shall not be available to students other than the complainant. Any student who submits a written complaint and subsequently decides not to pursue the matter may withdraw his or her complaint and an appropriate notation will be made in the Director's file.

Sanction Imposition Procedures

After the Director has investigated a written complaint and believes in objective good faith that the employer's actions are not consistent with the UW College of Law's policy, then the employer will be asked to initiate appropriate remedial action. Should the employer fail to comply then the Director may rescind the privilege to use the Career Services Office for at least one year.

The Associate Dean can review any and all decisions of the Director. If the Associate Dean finds, after viewing all materials, that the employer did not employ discriminatory practices, that employer's privilege will be reinstated. The Associate Dean may speak directly with the complaining student or the employer when circumstances make such action either necessary or desirable.

Graduate Employment Survey

In the spring of the year a student is scheduled to graduate, and 10 months after graduation, the Director will collect post-employment data to remain compliant with the ABA accrediting standards. This information is kept strictly confidential and is only shared in aggregate.

Suggestions for Improvement of Career Services

At any time, you may make suggestions for improvement of services provided by the Director and the CSO. The CSO is here for you, so if you have a particular area of interest that you have not yet seen covered by the CSO, please bring that to the attention of the Director or the Coordinator so that we may provide the best possible services for you.



LEGAL LIFTOFF

Legal Liftoff is a micro-mentorship program designed to give students an opportunity to see what the practice of law looks like in the 'real world' either through observation from inside a firm or a courtroom. The program typically runs over the UW spring break. There is no monetary compensation to either party, nor is course credit provided. Rather this is an opportunity for mentorship, discussion and collaboration. Think of it as a shadowing program. It is not graded and is completely voluntary on both the part of the student and supervisor(s).

This opportunity may have you moving throughout an office or judicial chambers to observe, or perform some simple research with the aim of learning how that work compliments the greater whole of the case. This experience can be as involved and as lengthy as both parties would prefer. Experiences and mentorship opportunities like this are often the most valuable learning opportunities students may have in their law school career. The Legal Liftoff Guidelines with this handbook describe the program in greater detail.

LEGAL LIFTOFF GUIDELINES

UW COLLEGE OF LAW

1. GENERAL DESCRIPTION

Legal Liftoff is a mentorship program conducted over the course of an academic break. The intention is to provide the student, or mentee with a possible mentor into the future, and for a supervisor, or mentor to allow a student the opportunity to observe real world practice and provide a discussion of various issues.

As a **mentor**, you will have the ability to make a lasting impact on the life and career of a student. Mentors can provide advice on classes, Bar exam tips, practice areas, best business practices, work/life balance, and ethics. Mentors will also have the opportunity to ask students about current technological trends, the climate of legal education and any other relevant inquiry.

As a **mentee**, you will expand your legal network, find a career path that is right for you, and learn valuable, first-hand expertise from a seasoned professional. Mentees will have the opportunity to ask questions of seasoned practitioners ranging from procedural issues within the community, substantive legal questions as well as inquiries related to the realities of the practice.

2. GOALS OF LEGAL LIFTOFF

The program aims to provide students with an opportunity to develop professional skills, and for mentors to develop positive early practice protocols with young professionals who are just beginning their legal journey.

The mentee objectives are:

- To expose students to a broad range of lawyering skills, which may include client interviews, counseling, negotiation, court appearances, administrative proceedings, settlement conferences, discovery, legal research and analysis, formulation of case strategy and public interest advocacy;
- To further a student's understanding of, and ability to apply, legal principles learned in the classroom to actual problems;
- To foster a better understanding of the lawyer's or judge's role in our legal system; and
- To provide opportunities for students to explore career interests in a variety of legal settings and to begin to build a professional network.

The mentor objectives are:

- To contribute to the overall development of the Wyoming State Bar, both through mentorship and modeling;
- Develop community contacts for future networking, client referrals, and coordination of ideas;
- Establish your reputation as a subject matter expert in a particular field; and
- Gain CLE and Pro Bono credit with the Wyoming State Bar. (*See Addendum for form*)

2. RECORDKEEPING & CONFIDENTIALITY

Should a mentor be amendable to allowing a student to observe, please be cognizant of the Wyoming Rules of Professional Responsibility, specifically Rule 1.6 which pertains to confidentiality with a client. The client may waive the privilege, with informed consent, in writing, for the limited purpose of mentorship for a law student. *See WY Rules of Professional Conduct, R. 1.6.* However, failure to obtain a client's informed permission may lead to a waiver of the attorney-client privilege. Additionally we would recommend you have your mentee student sign a confidentiality agreement for any and all privileged information they may be exposed to while under your supervision for the week. *See WY Rules of Professional Conduct R. 5.3, cmt. 2. (See Addendum for sample)*

3. RESPONSIBILITIES OF THE MENTOR

This program is not intended to serve as a traditional internship, as such there is no remuneration, expectation of a job upon completion, or obligation on the part of the mentor. The mentor is expected to supply the student with meaningful experiences that best demonstrate the daily practice of law in the region. The student should be allowed to attend hearings, participate in case analysis, and observe client interactions (with proper authorizations in place). Encourage the student to ask relevant questions to better understand how a case is evaluated and processed. It may also be helpful for the student to observe how the office staff function within the law office or judicial chambers. Realize students may have no working knowledge of how a firm functions, allow them the opportunity to explore the environment under your supervision and guidance. As members of Bar, there is an expectation of courtesy, respect and professionalism, please continue to demonstrate these attributes to your mentee throughout the week. Additionally, we ask that mentors fill out the evaluation form at the conclusion of the week, addressing both the program, as well that the student. *(See Addendum for form)*

4. RESPONSIBILITIES OF THE MENTEE

As mentors are busy professionals, mentees should understand the work to their clients must, and should come first. Mentees should be flexible with scheduling and understanding when conflicts arise. In agreeing to participate in the program, the student must comply with the UW College of Law Handbook, including all expectations of honesty, professionalism and integrity. If provided opportunities to observe and participate, the student should, to the best of their ability, comply with the request, asking all necessary questions to best complete the assigned task. It is the mentee's responsibility to ask questions, communicate concerns and work with the mentor to overcome any issues that may arise. Upon agreement of the schedule for the week, the mentee is obligated to arrive in a timely manner and to stay for the duration of the agreed upon period, unless dismissed by the mentor. Failure to complete the program will result in the mentee's suspension from future mentorship opportunities as provided through the Office of Career Services. Additionally, we ask that mentees fill out an objective form prior to the program, as well as an evaluation at the conclusion of the week, addressing both the program, their objectives, as well the placement overall. *(See Addendum for forms)*

5. MINIMUM EXPECTATIONS

The supervisors and student should participate a minimum of 10 hours over the course of the week. Should both parties elect to contribute more, that is each party's prerogative. The minimum of 10 hours (or more) may be over the course of the week, or within a few days, whichever is most convenient for the participants. There should also be reasonable contact as necessary between student and supervisor through phone and email communication.

There is not remuneration of any kind to any party. This includes pay, course credit or the expectation of a recommendation or job position upon completion.

6. QUESTIONS, CONCERNS & CONTACT INFORMATION

Should a question or issue arise with either the student, supervisor, or program we would encourage you to reach out to the Program Director, Ashli Tomisich, or the Student Services Coordinator, Michell Anderson.

Contact:

Ashli Tomisich, Director of Career Services & Professional Development

Ashli.Tomisich@uwyo.edu

(307) 766-4074

Michell Anderson, Student Services Coordinator

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(307) 766-3359



Resume Book Policy

The University of Wyoming College of Law provides an annual resume book of students interested in providing contract research and support to practicing attorneys throughout the region. This book is provided free of charge to any Wyoming licensed attorney.

Please note that while the Office of Career Services and Professional Development collects and provides this resource, we have a strict policy against making any specific recommendations for or against a particular student. This is to protect both interested students as well as practitioners from selecting a candidate who may not be best suited for a particular research need. Should an attorney prefer to post a formal position they are welcome to do so through our standard job posting form.

Each resume is simply an expression of interest by a student for consideration of positions. A selected student has the right to refuse the offer of work for any reason. Additionally, please consider all implications of Rule 9, and the unauthorized practice of law when assigning various tasks or duties to a hired student to protect both the lawyer and the student.

If you have questions or would like additional details on this and other resources including job postings you can find more information through our website here:

<http://www.uwyo.edu/law/career-services/forms/resume-book-collection-form.html>

Or by contacting:

Ashli Tomisich, Esq.

Director of Career Services & Professional Development

<http://www.uwyo.edu/law/career-services/>

(307) 766-4074

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OVERVIEW OF LAWYERING SKILLS AND VALUES

In 1992, the American Bar Association published *Legal Education and Professional Development – An Educational Continuum Report of the Task Force on Law Schools and the Profession: Narrowing the Gap* and identified fundamental lawyering skills and professional values. This handout has been adapted from the information in that report.

Do you wonder just what law firms and legal organizations are looking for in an ideal candidate? The following discussion outlines the skills of essential and exceptional lawyers. Many of these skills you will have acquired before entering law school, so you will just need to identify and nurture them. Employers want to know that you possess at least some of these skills because they are necessary for legal jobs, even in your first summer.

Once you have had a chance to review this list, go back over your cover letters and resume making sure that you have highlighted some of these skills. Make sure you have given concrete examples of their use. Do you have anecdotes which illustrate these skills, or are you simply reciting your job description? Do not make the interviewer work to see what skills you have acquired and honed in the course of each job – spell them out. The key is to show employers how your past experience translates into skills which are transferable into the legal world and which will enable you to make a significant contribution to your place of employment.

I. General Characteristics Important For Lawyering

- Energy
- Initiative
- Creativity
- Motivation
- Follow-through
- Ability to juggle multiple tasks and prioritize
- Ability to learn new information quickly
- Ability to deal with time pressures and tight deadlines
- Ability to work well both independently and on a team

II. Fundamental Lawyering Skills

A. Problem Solving

- Identifying and formulating legal issues
- Generating alternative solutions and strategies
- Developing a plan of action
- Implementing the plan
- Keeping the planning process open to new information and new ideas

B. Legal Analysis and Reasoning

- Identifying and formulating legal issues
- Formulating relevant legal theories
- Elaborating upon/extrapolating legal theory
- Evaluating legal theory
- Criticizing and synthesizing legal argumentation

C. Legal Research

- Knowledge of the nature of legal rules and institutions

- Knowledge of and ability to use the most fundamental tools of legal research
- Understanding of the process of devising and implementing a coherent and effective research design

D. Factual Investigation

- Determining the need for factual investigation
- Planning a factual investigation
- Implementing the investigative strategy
- Memorializing and organizing information in an accessible form
- Deciding whether and when to conclude the process of fact-gathering
- Evaluating the information that has been gathered

E. Communication

- Assessing the perspective of the recipient of the information
- Using effective methods of communication
- Communicating complex information to an audience that may not be familiar with the concepts involved

F. Counseling

- Establishing a counseling relationship that respects the nature and bounds of a lawyer's role
- Gathering information relevant to the client's problems and concerns
- Determining the relevant legal issues
- Analyzing the various courses of action
- Counseling the client about the different courses of action and the possible outcome of each scenario
- Ascertaining and implementing the client's decision

G. Negotiation

- Preparing for negotiation
- Conducting the negotiation session
- Counseling the client about terms obtained from the other side in the negotiation; implementing the client's decision

H. Litigation and Alternative Dispute Resolution Procedures

- Knowledge of litigation procedures at the trial-court level
- Knowledge of litigation procedures at the appellate-court level
- Advocacy in administrative and executive forums
- Proceedings in other dispute-resolution forums

I. Organization and Management of Legal Work

- Formulating goals and principles for effective practice management
- Developing systems and procedures which ensure that time, effort and resources are allocated efficiently
- Developing systems and procedures to ensure that work is performed and completed at the appropriate time
- Developing systems and procedures for effectively working with other people

J. Recognizing and Resolving Ethical Dilemmas

- The nature and sources of ethical standards
- The means by which ethical standards are enforced
- The processes for recognizing and resolving ethical dilemmas



LEGAL RESUME WRITING

- ❖ **Assumption by employer:** Cover letter and resume are a representation of your best work. If there are errors in these documents, it's unlikely you'll proceed to the interview

Resumes are an individual expression of who you are. They are also your one chance to make a great first impression. The idea is to set yourself apart from the rest of the crowd, while still maintaining the traditional professionalism required in the field of law.

Remember, the resume is *not* a complete autobiography. It is a prospectus for the future. Its main task is to convince prospective employers to contact you for an interview. A good resume should:

- Be eye-appealing
- Highlight your significant accomplishments
- Be logically displayed for a 30-second (or less) review

IDENTIFY YOUR SKILLS

It is sometimes difficult to fully and effectively inventory and evaluate your own skills. Ask yourself: "What special abilities have I developed which allowed me to perform successfully in my previous activities/jobs?" Do not be concerned that you have little or no previous experience in legal jobs. The key is to identify **transferable job skills**. Try to think of the types of skills you would need to have to be a successful lawyer, and identify those abilities in your resume. For example, the communications skills learned in a retail position will be useful in your future legal career when counseling clients. Categorize your skills as follows – all three categories are important and highly valued by employers.

- 1) **Technical/Professional Skills** – skills related to performing a job and acquired by education, training, reading, and/or hands-on experiences (i.e., internships, clerkships, volunteer opportunities). These skills are often listed in advertised job postings: e.g., legal research abilities, writing skills, working knowledge of a certain area of law (e.g., Uniform Commercial Code).
- 2) **Functional Skills** – skills related to people, information, and things that are transferable from one field to another (e.g., organization, communication, management, leadership). These abilities are easy to overlook or downplay, but are highly valued by prospective employers and crucial to successful workplace performance.
- 3) **Personal/Adaptive Skills** – skills often referred to as personality and/or character traits (e.g., patience, decisiveness, team player, self-starter, quick learner, detail-oriented, work well under pressure).

INVENTORYING YOUR EXPERIENCES/RESUME CONTENT

- **Heading** (name, address, email, telephone).
- **Education/Honors/School-Related Activities** (reverse chronological order).
- List degree/year obtained or expected; names and locations of schools.
 - Include your GPA if 3.0 or higher; class rank if in the top one-third.

- Include whether or not you received a “High A” in a particular class.
- **Certificates/Licenses/Bar Admission(s).**
- **Professional/Work Experience.**
 - Be specific! Include title, months and years of employment, name and location of employer.
 - **Volunteer, Clinical, or Extern/Internship Experience:** This may be your *strong point!* Always consider how you can “put your best foot forward” and present yourself as an experienced, capable candidate. Just because you did not get paid does not exclude the skills you’ve gained.
- **Catch All Category**
 - Professional Memberships/Activities/Publications
 - Special skills (fluency in a foreign language; advanced computer skills if truly beyond those skills expected)
 - Unrelated Volunteer/Activities/Interests (extracurricular activities, hobbies, interesting pursuits)

LEGAL CONVERSION: Often students struggle to convert past experience into something helpful in the practice area of law. Focusing on specific skills and pairing that with a specific job duty can be a helpful aid in creating powerful and focused sentences.

It can be helpful to break the text of the job description into two columns. Column A are the skills a student feels they exhibit, Column B is a list of job duties or tasks they achieved while holding a position. Pairing a specific skill (column A) with a duty (column B) can serve as a method to create a sentence which both demonstrates a transferrable skill and a concrete explanation as to how that skill was obtained or how it can be objectively shown.

STEP 1: Draw from the skills listed on *Lawyering Skills and Values* and identify skills that you exhibit. Create clear list of job duties or tasks achieved while in a particular position.

STEP 2: Assign skills to specific jobs/positions (2-3 skills per job).

STEP 3: Use the PAR method to establish how you gained the experience and subsequent skill.

Sample Matching:

Skills (Column A)	Job Description (Column B)
<ul style="list-style-type: none"> • Initiative; Willing to take charge • Team Player • Public Speaking 	<ul style="list-style-type: none"> • Worked as an Intern for a Senator; Led tours • Wait staff at a local grill; Coordinated multiple tables, led the staff through closings • Volunteered for the Humane Society; Maintained record books, and coordinated the schedule

It may be helpful to describe each experience using a **P-A-R (Problem-Action-Result)** formula. Describe the **Problem** (or challenge/responsibility) you faced in the position, **Action(s)** you took to reach an objective/goal, and the **Result** or accomplishment. Contrast the effectiveness of these two statements:

Basic/Generic Description	Using P-A-R Formula
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Performed legal research and drafted a response to a motion for summary judgment	Drafted successful opposition to pivotal motion for summary judgment in personal injury case involving more than \$10 million in damages
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Instead of automatically listing job duties for each job, try to write "**accomplishment statements**" that single out and spotlight your major achievements. Accomplishment statements are far more compelling than a list of job duties and responsibilities. Think back on your previous positions and highlight any experiences that represent achievements. To pinpoint achievements, some people think in terms of baseball and ask, "What were my triples and homeruns in that job?" Once you identify the triples and homeruns, write out an explanation of what you did.

List **job duties** where accomplishment statements are not feasible. Obviously, no one hits triples and homeruns in every job. If you don't have any significant achievements in a particular job, it is perfectly acceptable to list your job duties and responsibilities, but it need not be an exhaustive list. Stick to the more significant ones that will be meaningful to the reader. A list of sample phrases for job duties as well as accomplishment statements is included below.

Use action verbs to start each statement and omit personal pronouns (i.e., "I" or "my"). A list of action verbs is included below. Quantify number of people, products, profits involved (e.g., "Supervised 15-20 community volunteers").

FORMAT

- One page (unless you have *significant* work experience, e.g. career before law school, high level responsibility, etc.) (Note: This rule does not apply for some employers and does not apply to resumes for international positions. Check with the career services office for any tips on what particular employers might prefer).
- Professional, clean, easy-to-read typeface.
- Standard 12 pt. font (the absolute smallest font you should use is 11 pt).
- Recommended fonts: Times New Roman, Cambria, Verdana, Georgia and Calibri.
- Reasonable margins (0.75 to 1 inch), you may go as low as .5, but absolutely not lower (unless in the header with some exception).
- Printed on high quality paper (white paper preferred) (Note: This rule does not apply if you are submitting your resume by fax or by e-mail).
- Use space and formatting to highlight information and make it easy to read.
 - Employer needs to know:
 1. *Where* you have been, and
 2. *What* you did while you were there.

TIPS AND TRAPS

- Tailor your resume to the specific employer.
 - See materials for Clerkships, JD Advantage, and other case specific positions.
- Be sure to include skills and experience sought by the employer.
- Proofread (for accuracy, grammar, punctuation, and correct telephone number).
- Do not include personal information (i.e., marital status, children, etc.).
- Have two other people proofread (perfection is key).
- Before including anything on your resume, ask yourself this: Does this information *significantly* contribute to your presentation? If not, exclude it.
- Exclude photograph.
- Make sure that your e-mail address and your voice-mail message are both professional and appropriate.
- You can list references on a separate sheet that has your name and contact info at the top. It is important to select people as references who are familiar with your work skills. Ask former employers or colleagues if they are willing to be a positive reference for you prior to listing him or her on your list. Include the full name, job title, address including phone number and e-mail address for each reference. Law school professors and legal employers are the preferred references when applying for a legal job.

SAMPLE LEGAL CONVERSION PHRASES FOR PRIOR EXPERIENCES

- SKILL: Public Speaking and Interpersonal skills; JOB: Admissions Tour Guide
 - Honed public speaking and interpersonal skills through leading guided tours of prospective students, parents

and administrators around campus, answered questions and directed inquiries as appropriate.

- SKILL: Multitasking; JOB: Wait staff at restaurant
 - Coordinated multiple duties while serving customers with prompt, friendly attention. Developed focus and capability to address numerous demands efficiently and effectively.
- SKILL: Teamwork; JOB: Construction
 - Collaborated with a 10 man crew in the construction of residential and commercial buildings. Coordinated deadlines, code considerations and daily tasks to competently complete projects on time.

SAMPLE JOB DUTY PHRASES FOR LAW CLERK AND GENERAL LEGAL EXPERIENCE

- Researched issues pertaining to pending motion to dismiss in complex civil litigation case.
- Researched and drafted memoranda on discrete issues of law including ... (piercing the corporate veil, Securities Act of 1933, securities regulations, CERCLA, etc.).
- Assisted in discovery including drafting deposition questions, interrogatories and requests for production of documents.
- Drafted settlement letters.
- Drafted and edited articles of incorporation, by-laws and articles of merger.
- Communicated with opposing counsel and clients.
- Attended federal pre-trial conferences and court proceedings.
- Attended depositions in commercial foreclosure proceedings.
- Attended various client meetings regarding x, y, and z.
- Drafted corporate resolutions and partnership agreements.
- Drafted lease agreements.
- Prepared due diligence for complex civil litigation case.
- Researched and drafted bench memoranda, orders and opinions on various issues of criminal law, such as ... (preliminary injunctions, order to produce documents, etc.).
- Reviewed motions, researched relevant case law, prepared summaries of legal arguments and assisted in preparation of court rulings.
- Prepared and filed documents in (dependency and neglect proceedings, probate case).
- Conducted in-take interviews of prospective clients.

SAMPLE ACCOMPLISHMENT STATEMENTS FOR LAW CLERK AND GENERAL LEGAL EXPERIENCE

- Drafted complaint in complex contract case involving dispute over multi-million dollar parcel of real estate.
- Prepared settlement agreement to resolve \$30,000 construction contract case between general contractor and property owner.
- Drafted and edited successful motions to dismiss and motions for summary judgment defending claims for workers' compensation involving potential liability for permanent, total disability payments.
- Investigated and developed factual basis for motion for restraining order for victim adopted by assistant district attorney in presenting case and relied on by court in issuing order.
- Successfully represented indigent, Spanish-speaking woman from Columbia in all aspects of a two day asylum hearing before a federal immigration judge; client granted asylum as a result.
- Wrote and edited a legal manual on domestic violence distributed to law enforcement officers and battered women's shelters throughout the state.
- Drafted speeches on x, y, and z delivered in committee and subcommittee meetings by Congressman.
- Argued more than a dozen sentencing and bond reduction hearings for misdemeanor defendants resulting in favorable decisions by the court in all cases.
- Obtained a sentence reduction for client in criminal case from one year to ninety days in jail.
- Researched and drafted successful motion to suppress evidence in criminal case resulting in dismissal of several charges.
- Drafted motion for partial summary judgment that was filed in case involving the Endangered Species Act resulting in the inclusion of a species of Colorado trout on the endangered species list.
- Developed factual and legal premise to support dismissal of frivolous trespassing suit, saving client potential damages exceeding \$10,000.

ACTION VERBS FOR RESUMES

A list of action verbs to assist you in describing your experiences and accomplishments:

accelerated	accomplished	achieved	acquired	activated
adapted	adjusted	administered	advised	allocated
analyzed	annotated	anticipated	applied	appraised
arranged	articulated	assembled	assessed	assigned
authored	balanced	briefed	budgeted	built
catalogued	categorized	chaired	clarified	clear coded
collaborated	compared	compiled	completed	composed
computed	conducted	consolidated	constructed	contacted
continued	contracted	convened	conveyed	coordinated
corresponded	counseled	created	critiqued	decided
defined	delegated	delivered	demonstrated	derived
designed	detected	determined	developed	devised
directed	distributed	drafted	edited	educated
effected	elicited	encouraged	established	evaluated
examined	executed	exhibited	expanded	expedited
experienced	experimented	explained	explored	facilitated
figured	financed	focused	forecasted	formed
formulated	fostered	founded	functioned	generated
governed	grouped	guided	helped	identified
illustrated	immunized	implemented	improved	increased
informed	initiated	instituted	instructed	interpreted
interviewed	introduced	invented	investigated	judged
led	listened	maintained	managed	marketed
mastered	measured	mediated	modeled	modified
molded	monitored	motivated	named	negotiated
observed	obtained	operated	ordered	organized
originated	outlined	oversaw	perceived	performed
persuaded	planned	planted	presented	presided
printed	produced	protected	provided	publicized
questioned	raised	recommended	recorded	recruited
reduced	rendered	repaired	reported	represented
reproduced	researched	resolved	responded	restored
retained	retrieved	reviewed	revised	rewrote
routed	scheduled	searched	selected	served
shaped	shared	showed	simplified	solicited
solved	specified	spoke	stimulated	structured
studied	supervised	supported	synthesized	targeted
taught	tested	trained	transferred	tutored
updated	utilized	verified	wrote	

Help! I'm not in the top 10% of my class!

You are not alone. Realize that in a class of 80 students, only 8 people will be in the coveted "top 10%." While grades *do* matter to the big firms, most employers are looking for more than grades, e.g.:

- Enthusiasm (as Kimm Walton, author of Guerrilla Tactics for Getting the Legal Job of Your Dreams, says, "*Enthusiasm is the equivalent of having great credentials.*")
- Work experience (volunteer, for credit/extern, and paid internships)
- Participation in clinics, moot court, competitions and writing competitions
- Leadership skills
- Professionalism
- Excellent writing skills
- Cite-checking and other detail-oriented skills
- Legal research skills (both electronic and paper resources)
- Language skills
- Honors and awards (including undergraduate academic achievements)
- Volunteerism / Civic Involvement

...the list goes on...

The number one thing that grades can impact is your feeling of self-worth. Don't let it. Remember: You are more than your grades.



COVER LETTER OUTLINE

Starting Notes:

- ❖ Use proper business letter format and make sure your address, phone number and email appear at the top of the page. For clear branding, it is recommended that you use the same header as your resume. This will convey the information as well as save some space on the cover letter. Use good quality bond paper (unless the cover letter is submitted electronically).
- ❖ Realize that employers will generally use this as the first writing sample. If your cover letter is poorly written, badly edited, and riddled with typos, it is unlikely they will finish reading the letter, let alone review your other materials and offer an interview.
- ❖ A cover letter should convey: 1) Why a student is interested in the employer, and 2) Why the employer should be interested in the student. One should not exclude, or overrun the other.
- ❖ Cover letters should be credible. Employers are put off by inflated, overblown rhetoric: “Yours is the perfect job for me.” And hype: “I am exactly the candidate you have been looking for.” And, most of all, bombast: “You can’t afford not to meet with me.” Students should be unpretentiously confident: “I have enjoyed success in...”
- ❖ Cover letters should be strictly positive: “My strengths are particularly well-suited to your practice because...” Students shouldn’t be defensive: “I know you get hundreds of resumes from top-notch applicants, but...”

Overall Outline:

1. **Introductory Paragraph** (1 Paragraph)
 - Draw reader in, introduction and hook
2. **Body of the Letter** (1-2 Paragraphs)
 - Focused discussion of your specific skills that MATCH the position and concrete examples of the skills in action in past positions.
3. **Conclusion** (1 Paragraph)
 - Restate interest in the position/firm/practice area, welcome additional questions and thank reader for the time.

1. Introductory Paragraph

Remember that this paragraph answers the questions:

- “Who are you?”
- “Why have you contacted me?”
- “Why should I be interested in meeting you?”

In other words, this paragraph immediately establishes your employment interest *and* generates interest in you. If you have a mutual acquaintance, or someone referred you to the individual you are writing, use that in your opening line:

[Name of referring party] recommended that I contact you.

Follow this with an explanation of what you are seeking, for example:

As a first year law student at the University of Wyoming College of Law with a strong interest in natural resources law, I am very interested in pursuing a law clerk position with your firm.

Or, something along these lines:

[Referring party] has described your practice in the area of intellectual property as cutting

edge. As a first year law student at the University of Wyoming College of Law with a technical background and keen interest in patent law, I am very interested in clerking for your firm.

If you don't have a mutual acquaintance or referral, try to draw on something you learned from your research to explain why you are writing to this particular firm. You may also discuss your roots to the region. If you are a Wyoming native, or developing a fondness for the area, discuss that in the introduction.

Don'ts:

- ❖ Don't start the letter with, "Hello, my name is ____." This type of writing is too casual. Remember that the cover letter is professional correspondence, which means maintain business tone.
- ❖ Do not use contractions in professional correspondence.
- ❖ Don't start a sentence with "Because", or finish a sentence with a preposition. (e.g.: on, before, am, after, with)
- ❖ Avoid the use of first person narrative, "I am seeking a position..." "my goals are..."
- ❖ Don't say "I think". You're the author of the document, it's duplicative and unnecessary, not to mention it suggests some doubt with respect to your confidence.
- ❖ Stay away from calling yourself the "best" or "ideal" candidate for the job. Objectively, you don't know what the rest of the applicant pool looks like, so it would be presumptuous for you to state that you're the best. Rather, focus on what you do know about your qualifications for the job. Highlight your notable skills and illustrate how they would help you in this new role.

2. The Body of the Letter

In the words of Kimm Walton, author of *GUERRILLA TACTICS FOR GETTING THE LEGAL JOB OF YOUR DREAMS*, this section of the letter is where you "wheel in your big guns." Describe specific training, achievements or experiences that highlight your strengths and abilities and demonstrate the value you can bring to this particular employer.

Remember: don't simply repeat the information in your resume. Highlight items of particular relevance to this employer in this paragraph. Keep in mind you are answering the employer's unspoken question: *Why should I meet you?*

- In reading your firm's website, I see that your practice areas include natural resources law and oil and gas law. These are areas in which I have a great interest. This summer I had the opportunity to work on an article for the *WYOMING LAW REVIEW*. This experience honed my legal research and writing skills and I gained in depth knowledge on the topic area of carbon sequestration. In addition, the editing process for the *WYOMING LAW REVIEW* has refined my attention to detail while working on a strict timetable of deadlines. As a summer associate for your law firm, I bring the ability to complete tasks in a timely and accurate manner, as well as a developing interest in the practice area of natural resource law.

In the body of the letter, you also want to state why you are interested in that particular employer, what you know about the employer and why you want to work there. It is helpful to learn as much as you can about the employer through current and former employees or from the employer's website. In addition, you may want to look at recent decisions in which the firm has been involved or that the judge has written.

- In researching Holland & Hart LLP, I learned that the firm recently enjoyed a victory on behalf of farmers injured by the misuse and mislabeling of herbicide. Products liability is an area of interest to me. It would be an honor to work at a firm of your caliber on these types of issues.
- In reading your website, I learned that one of the areas of practice at Johnson and Johnson, LLP is global climate change. During my undergraduate studies, I wrote a paper focused on

the effect of hazardous substances released in mining. Issues such as climate change and ground water contamination are profound and your firm's important work in this area is one of the reasons I want to join your team. Johnson and Johnson, LLP is making a difference, and I would like to be a part of that positive change.

In addition to doing research on the employer, be **responsive to the job posting** itself. If the job posting says, "Preference given to those with an interest in renewable energy," then you absolutely should state that in your cover letter. It is helpful to read the job posting and conjunction with drafting your cover letter to ensure you are addressing all the stated qualities the firm or organization has stated they are seeking.

Examples of things you can talk about in the body of the cover letter:

- *Research and writing experience*
- *Advocacy skills*
- *Creative problem-solving*
- *Team player*
- *Ability to work independently*
- *Goal oriented*
- *Time management skills*
- *Entrepreneurial Skills*

Do not just *say* you have certain qualities, give an example. You must draw specific examples to each attribute. Try to tell a story with your experience, and give the reader something to remember. This can also serve as a good starting point in the interview.

3. Conclusion

Restate your interest in the employer and then state your plan of action. This is where you tell the employer what *you* will do in terms of follow up. If you are sending out a 'cold' cover letter, state you will follow up within 10 days to see if an interview or meeting can be arranged. Thank the addressee for their time and consideration. Here are a few examples:

- o I am very interested in working as a summer associate at Holland & Hart. I understand your firm is scheduled to come to the UW College of Law on September 6th for on-campus interviews. I would appreciate the opportunity to interview with you on that date. Thank you for your consideration.
- o I would appreciate the opportunity to meet with you to discuss the possibility of summer employment with your firm. I will be in Washington, DC during my holiday break, December 15th- 31st. I will plan on calling you in the next two weeks to schedule an appointment. Thank you for your consideration.
- o I would appreciate the opportunity to discuss how my background may fit your needs. I will contact you within the next two weeks to see if we might arrange a meeting. Thank you for your kind consideration.

If for some reason you are unable to follow up, close by saying:

- o If my experience and background meet your requirements for a new associate, please contact me at the address or telephone number listed above. I look forward to hearing from you and appreciate your consideration.

Cover Letter FAQs:

How long should a cover letter be?

- o A cover letter is one page. If you find yourself going on to a second page, do not "cheat" by adjusting the font to a barely readable 10 point font or making margins 0.25 inches; simply go on to

the second page. Just remember that the longer your cover letter is, the more opportunity there is for making mistakes. By keeping it to one page, you illustrate your editing skills and ability to be precise.

- It has been widely stated by employers they are unlikely to read beyond one page, edit your materials to the most potent information you have and keep it on one page.
- For some types of employers (public interest or judges) it is okay to go on to a second page.

Can I use the same cover letter for different employers?

- Yes and no. You can have a basic cover letter that you use as a starting point for each employer. But the cover letter should be tailored to specific employers. Employers can tell when an applicant has done his research on the firm.
- Make sure that you are changing references to the employer within the letter if you are using the same letter. For example, if the letter is to Holland & Hart, don't say in the letter, "I am very interested in working as a summer clerk for Hirst Applegate."
- Additionally, know the practice area of the firm, it is a large misstep to state you want to practice transactional law, when the posting calls for a litigation attorney.
- Be aware of changing the nouns as necessary, for example don't say "firm" when applying to a governmental organization or to judge's chambers.

Additional Things to Think About:

- Try not to overuse "I" in the cover letter. This is hard to do, but if every sentence starts with the word "I" it can sound stilted.
- Avoid contractions and casual speech. Keep the letter professional and in a business tone.
- Do not use exclamation points or emoticons.
- Do not use question marks (e.g., "Why should you hire me? I'll tell you why!" □this is bad, very bad).
- Read your letter out loud. You will be able to spot typos this way and tell if you have omitted a word. It's an added benefit to print it and touch your pen to each word as you read it out loud, this will force you to slow down and hear the mistake, rather than your brain filling in the missing word.
- Give yourself time to edit and revise. Your first draft is rarely the best draft. If you allow enough time to read the letter several times or have others read it and also allow time for edits, then the chances of you making a mistake or having a typo in your letter are far less likely than if you are writing it at the last minute.
- DO NOT USE "To Whom It May Concern" or some other generic opening. Always try to get a name. If the employer has a relationship with the law school, then the Career Services Office may have the appropriate contact person's name. If you are applying to a firm in another state or country, do your research to find out to whom the letter should be properly addressed. Sometimes this means you may have to call the receptionist at a particular firm to find out the name, but this shows that you took the time and care to find out this information. Generic openings can be a turn off to employers who then think they are just part of a mass mailing on your part.
- Always say why you want to be there or your connection to the area. This is especially important if you are applying for a job in another state or in a rural location. The employer wants to know that you are not just looking for "any job" but that particular job in that particular location.

As always, please know that you can contact career services at any time to read over cover letters and resumes or any other application materials. Your goal is to send out the most polished, professional, and error-free materials so that you can get the interview, which will hopefully lead to you landing the job.

Credits:

- Walton, Kimm; GUERRILLA TACTICS FOR GETTING THE LEGAL JOB OF YOUR DREAMS.
- James, David; 10 THINGS EMPLOYERS WANT STUDENTS TO KNOW ABOUT COVER LETTERS

Cowboy Joe

111 Cottage Street, Apt. 2A, Laramie, WY 82070 307.766.1245 cjoe3@uwyo.edu

December 15, 2018

Deborah Davis, Managing Partner
Job & Employed, PC
46 East 4th Street, Suite 1301
Cheyenne, WY 82001

Dear Ms. Davis:

INTRO PARAGRAPH:

- 1: Who are you (yr in school)? Where are you from (school)? What is the position you are seeking?
- 2: Why this job/firm/location? Something specific that draws you into this position.

Options: Name drop here (if applicable), note specific case litigated, connection to the region

- 3: What do you bring to the table? *Think, what is the **thesis** of my skill set that they would like to know; you are going to expand on this as the document continues.*

BODY (1-2 PARAGRAPHS): *Note: These paragraphs may interchange with each other, consider best flow*

➤ **WHAT SKILLS DO YOU BRING? (shoot for 3) Use specific examples in past work history**

Sample Skills to Practice Areas:

- **Litigation:** Public speaking, multitasking, prioritization, deadline awareness, resolve
- **Transactional:** Detail oriented, focused, technical analysis
- **Public Interest:** Community engagement, driven by internal factors, passion
- **Non-Law:** Sound judgement, ability to read people/situations, work ethic, integrity, community ties

- 4: No. 1 best skill and strongest experience that qualifies you for this position, **BE SPECIFIC.**

5: Second best skill/experience that shows either (or both), experience in the legal area, or a transferrable skill that sells your quality

6: Final skill; Pair with specific job and task. **Overall Focus: WHY DO THEY CARE?!** How will you save them time/money/energy?

➤ **SPECIFICS TO THIS JOB/WHAT DO YOU WANT OUT OF THIS POSITION**

7: Discuss experience in substantive area of the law (if applicable)

8: What's your hope/objective/desire out of the position? Skill development, exposure to practice area, or network into region.

9: Something specific to the firm/internship/area; For example: Prior interns comments regarding diversity of practice, they judged at a competition, talked to a partner at an event, opportunity for mentorship.

CONCLUSION:

10: Restate interest in the position and overall thesis of what you bring the team/firm/organization

11: Willingness to address any questions, invite an interview

12: Thank them for consideration/time/review

Sincerely,

Actual image of signed name – **IDEA:** Sign your name on blank sheet of paper, scan/upload and create image you can import into all cover letters into the signature block.

Cowboy Joe

OVERALL CONSIDERATIONS:

- Pick **3 skills from your bullets points on the resume** and expand on them in the CL to better connect to your other materials
- **Overlay a narrative of past/present/future to impose structure to the dialogue**
 - o **Past:** Skills you bring, paired with specific employment tasks/duties
 - o **Present:** Where you are now, how those skills have formed who you are
 - o **Future:** What you bring the employer, how they will benefit from your experience/skill set AND what you hope to gain from the position looking forward (substantive legal exposure, mentorship, concrete legal skills)



THANK YOU NOTES

PURPOSE

A thank you letter should be sent as soon as possible after an interview, whether it is a first-round interview, a call-back or an informational interview. Too often students do not realize the importance of a follow-up letter and miss out on this opportunity. An interviewee should never consider a thank you letter as optional. Even if you should fail to receive an offer, the employer will retain a more favorable image of you if you take the time to send a letter of thanks.

CONTENT

Thank the interviewer, restate your interest in the firm/agency/employer, and indicate your willingness to furnish any other information the firm may require to reach a decision.

The same standards apply for a thank you note as for the initial cover letter. If it contains grammatical or typographical errors, is poorly composed, or reflects poor judgment, it could result in knocking you out of the race. Do not use text messaging shorthand abbreviations.

FORMAT

A thank you note is a professional business letter, but may be handwritten rather than typed. Email is appropriate as long as you follow a traditional format and keep the email in a business tone. The most conservative approach is to type and mail a thank you note on plain bond paper. If a certain tone of warmth and friendliness was established during the meeting, or if it is a person you know well, a handwritten note on a plain bond note card works well, provided your penmanship is attractive. You may want to consider investing in personalized thank you notes with your name and contact information to use while you are in law school.

If you are not using personalized stationery, make sure to print your full name on the return address and to sign your full name (legibly). The goal for the interviewee is to get his/her name in front of the interviewer again and this opportunity is lost if the note isn't addressed and signed with care.

A letter may be sent to each interviewer or, if the firm/organization has one, to the recruitment coordinator with a note to pass along your thanks to those with whom you spoke during the interview process. When writing to more than one interviewer, try to personalize each letter by altering at least one sentence in the letter. It can be time consuming, but it may pay off. If you are sending a single letter which thanks everyone you met, take the time to get the names of those with whom you interviewed and make sure you spell their names correctly.

Generally, a thank you letter has four basic parts:

1. Start by thanking the interviewer for taking the time to talk with you. It is generally a good idea to include the actual date on which the interview occurred.

2. Reaffirm your interest in the firm/organization by pointing out particular issues brought up during the interview that appeal to you. It's a good idea to include a specific reference to something unique that was discussed during the interview so that the interviewer can connect the name with the person interviewed.
3. Close the letter with another word of appreciation, an offer to provide more information and a statement that you look forward to hearing from them.
4. Print and sign your full name. If your address does not appear anywhere else on the paper/card, then write out your contact info below your name (email address and phone number).

Resist the temptation to reiterate what was in your resume. Keep it short and to the point.

NOTE ON SENDING AN EMAIL THANK YOU: A thank you is a thank you. And e-mail allows you to get a thank you out right away which is handy in situations where a decision may have a quick turnaround time. Just make sure you follow all the general rules of a normal letter (salutation, typo-free, grammatically correct, and your full name and contact info under your name).

Sending thank you notes is a great skill to learn and use not only during the interview process, but once you land your first job and throughout your career.

Cowboy Joe

123 College Street, Apt. 2A • Laramie, WY 82070 • 307.766.1245 • cjoe3@uwyo.edu

EDUCATION

UNIVERSITY OF WYOMING, COLLEGE OF LAW, Laramie, WY Expected Graduation May 2018

Candidate for J.D., GPA: 3.65, Rank: 10/78

Activities: Equal Justice Wyoming, President
Research Assistant, Prof. Corbin Dallas
Finalist, National Environmental Law Moot Court Competition
Research Toolkit for Legal Practice Conference; Hopper Law Library
Articles Editor, *Wyoming Law Review*

UNIVERSITY OF COLORADO, Boulder, CO

B.A., *summa cum laude*, Political Science

May 2015

Honors: Phi Beta Kappa
Academic Scholarship
President, National Society of Collegiate Scholars
University Honors Program

Honors Thesis: *Impacts: The Evolution of Politically Charged Decisions in the Past Decade*

Activities: Rules Committee Chair, Student Senate
Captain, University Soccer team
Columnist, *The CU Times* (student daily newspaper)

EXPERIENCE

UNIVERSITY OF WYOMING, COLLEGE OF LAW, LEGAL SERVICES CLINIC, Laramie, WY

Student Director May 2016- Present

- Represent clients in various legal matters throughout the litigation process from intake to trial. Have successfully advocated in 2 full-day bench trials, as well as participated in several mediations, negotiations and settlements.
- Supervise 7 student attorneys, reviewed all correspondence, pleadings and coordinate in developing case management strategy to best represent various client interests.

Intern August 2015 – May 2016

- Screened potential clients by identifying legal issues to determine eligibility for legal services.
- Implemented systems and procedures to comply with grant reporting requirements.

JONES AND JONES, PC, Cheyenne, WY

Summer 2016

Summer Associate

- Staffed variety of civil matters at boutique litigation firm. Drafted interrogatories, requests for production, and deposition questions in Title VII suit against a regional seafood wholesaler.
- Researched and drafted memorandum analyzing potential Truth in Lending Act violations in auto financing schemes. Drafted section of Eleventh Circuit brief challenging the legality of a sheriff's search of a houseboat at a private marina.

ROCKY MOUNTAIN LAW CENTER, Denver, CO

Fall 2015

Extern

- Participated in all aspects of trial preparation for civil suit brought on behalf of incarcerated individuals.
- Interviewed potential witnesses, prepared trial exhibits, drafted responses to discovery objections, and assisted in preparation of jury instructions. Attended discovery and settlement conferences.

SKILLS AND OTHER LEADERSHIP ACTIVITIES

Languages: *Fluent in Spanish, proficient in French*

Laramie Soup Kitchen: *Weekend Volunteer and Schedule Coordinator*

2017-Present

Membership: *ABA Young Lawyers Division*

2016-Present

Cowboy Joe

111 Cottage Street, Apt. 2A • Laramie, WY 82070 • 307.766.1245 • cjoe3@uwyo.edu

December 15, 2016

Deborah Davis, Managing Partner
Job & Employed, PC
46 E. 4th St., Suite 1301
Cheyenne, WY 82001

Dear Ms. Davis:

I am a second-year student at the University of Wyoming College of Law seeking an internship with Job & Employed, PC. Your work on behalf of injured parties is of particular interest, though I would gladly work in any of your focus areas. I am enthusiastic and eager to learn more about the field while applying my growing legal knowledge to my existing understanding of the industry.

I have many interests in the law, and am seeking a firm that will enable me to explore numerous practice areas. I understand that your firm has an excellent rotation system to expose interns to a plethora of legal issues. I recently spoke with Susie Wyoming, a graduate of the University of Wyoming College of Law and member of your litigation department, whose description of your firm's prominent professional liability practice intrigued me. I hope to have the opportunity to work in that practice area and others with your firm.

My varied background has provided me with many skills that your firm will find useful. At the University of Colorado I majored in Political Science, areas requiring both analytical and writing proficiency. During this past summer I researched legislation and conducted statistical analysis for Rocky Mountain Law Center and wrote numerous legal memoranda relating to habeas corpus issues for the Colorado Death Penalty Resource Center. Currently, I am improving my communication skills by counseling inmates as a student attorney with UW's Legal Services Clinic. I was recently promoted from the intern to the student director. In that role I will be representing clients, managing the case load for the totality of the clinic and maintaining rigorous intake and case evaluations.

I look forward to the opportunity to speak with you further and would be delighted at the chance to interview with someone in your office. I will contact you at the beginning of January to see whether an interview might be arranged.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

/s/ Cowboy Joe

Cowboy Joe

Cowboy Joe

111 Cottage Street, Apt. 2A • Laramie, WY 82070 • 307.766.1245 • cjoe3@uwyo.edu

REFERENCES

MR. JOE JONES

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(307) 778-1234

JJones@JonesPC.com

MS. SARAH PROFESSOR

Faculty Supervisor, Legal Services Clinic
University of Wyoming, College of Law
1000 E. University Ave, Laramie, WY 82070
(307) 766-6416

SProfessor@UWyo.edu

MR. RICH ROCKY

Director, Rocky Mountain Law Center
705 S. Public Rd., Denver, CO
(720) 242-8642

RRocky@RockyMtn.org

Cowboy Joe

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WRITING SAMPLE

As a summer associate at Jones & Jones PC, I prepared the attached memorandum for a *pro bono* assignment in the litigation department. The memorandum examined whether the fees charged by commercial tax preparers for “instant refund loans” would violate the state usury laws in Wyoming or Colorado.

To preserve client confidentiality, all individual names and locations have been changed, and some portions have been redacted (as indicated in brackets in the text). I have received permission from my employer to use this memorandum as a writing sample.



INFORMATIONAL INTERVIEWING

- Introduction
- Brainstorming your List of Initial Contacts
- How to Ask for Help
- How to Conduct the Interview & Sample Questions

Introduction

You've heard of "Networking" (also referred to as "Informational Interviewing"), but really don't know what these words mean. Networking is using your contacts to learn about options in the job market which will help you to ultimately find the job you want. These contacts will not be total strangers to you because they will be part of your network.

Once they learn that networking is not schmoozing, students are often still reluctant to start networking because they say: *I don't know any lawyers. My parents don't know any either. So, who can I possibly create a network?* You need to consider all of the people in your life who might know a lawyer. (Don't forget about all of those people you grew up with - some of them might have gone to law school just like you did!) Many students overlook the largest links in their network: alumni of their undergraduate institutions and the University of Wyoming. Plus, don't forget people that you see every day like your classmates and faculty.

Why should you network, since it seems like everyone gets their jobs from on-campus interviews and the job board? Actually, nationwide, it is estimated that as few as 5-10% percent of law jobs are ever advertised in any formal way. (The recruiting of second and third year law students through career offices is the exception to the rule.) Certainly anyone who is not interested in large law firms in major cities needs to learn how to network to find positions with all those employers who don't interview on-campus or at job fairs: mid-sized small firms, public interest organizations, government agencies, especially at the state and municipal levels, and judges. Further, even if you do get your first job out of law school through on-site interviews, there are no OCIs or job fairs for your second job.

Networking can make the difference when you are looking to transition. Out there in the "real world" most people get jobs through people who know people who need to hire someone. This makes networking a lifetime skill worth developing.

Brainstorming your List of Initial Contacts

Getting Started

Begin with family members, friends, social contacts, previous work contacts, and recreational contacts. Don't forget service contacts (your doctor, insurance agent etc.), as well as contacts via professional affiliations, religious affiliations, and

volunteer organizations and activities. Don't prejudge or exclude people from your list of initial contacts. Write down everyone you can think of and fine tune your list later.

Classmates

You don't have to leave the law school to begin networking. Many upper class students have indicated that they would be willing to share their job search information. Find out why (if someone had a great experience with a particular organization or firm (but remember that what makes something a good or bad experience for someone else might elicit a different response from you. Always put the information you receive in context based on your own goals and needs.)

Don't wait for a formal invitation - network with your classmates over lunch. Talk to people who grew up in an area you'd like to explore. Chat with folks who worked as paralegals before coming to law school. Find out where their family and friends have worked. Don't be afraid that your classmates won't want to share their contacts. Most students are happy to share their connections, knowing that they can ask you for the same help when they need it!

Alumni

The job market wisdom and loyalty of Wyoming alumni can lead to valuable career advice. Alumni of the University of Wyoming College of Law, other professional schools you've attended, and your undergraduate institution can all be good resources for both informal interviews and actual job searches.

To assist you in contacting someone who truly wants to help, and to let you know what kind of assistance a particular alumnus is prepared to offer, please contact the CSO Director to learn about our alumni network. Hundreds of alumni from a variety of private and public sector practice areas in a variety of geographic locations have volunteered for the network, which is constantly expanding. These alumni are willing to discuss their careers, provide information about the job market, and assist with arranging informational interviews if appropriate. There is also a "find alumni" feature through LinkedIn which can serve as a wonderful resource to discover alumni in a specific geographic area.

Faculty/Administration

Another source of information about specific areas of legal opportunity is the faculty and administration of the UW College of Law. Students are encouraged to pose questions in specific interest areas, rather than asking for general job-search advice.

Volunteer and Part-time Work

If you want to work in a particular field of law, one of the best things you can do is to get experience in and make a point of meeting people who are already practicing in that field. Part time and volunteer work can help you get to know, and be known by, people who may become vital links in your networking chain.

Other Sneaky Tricks {to generate contacts}

Read. By reading newspapers, bar association publications, magazines, and relevant web sites, you can reap two different types of contacts. First, when an attorney's work is highlighted in an article, you can contact that person and talk to them about the work that was featured. Also, you can reach out to the author of the piece. Especially in bar publications, the writers are volunteers who actually practice law for a living. You can contact the author, letting him/her know that you liked the article and wanted to learn more.

Another great place to cultivate contacts is within bar associations. Even the smallest towns have bar associations. Many of them also maintain web sites, so you can find information about them easily. These organizations are always led by volunteer lawyers who actually like to talk to people. Bar presidents or heads of bar sections (e.g. Litigation Section, Criminal Section, etc.) are a great source of information. They can tell you about the kind of work they do and how they got there, and they can also connect you with other members who might be helpful contacts.

How to Ask for Help

Informational interviewing is not interviewing for a job. It is a method of exploring career options and discovering opportunities that are not publicly advertised.

Talk to People

When you have decided whom you want to contact on your preliminary list, let them know you are looking for help and mentorship, not a job. When you are talking to family, friends, faculty or anyone else you feel comfortable with, all you have to do is tell them what you are looking for:

I'm interested in working for a small firm in Colorado and would like to learn more about what it's really like. Do you know anyone working in Colorado? In a small firm? Who might have some advice for me?

If the answer is "Yes," ask if they can call and introduce you, or if you can use their name when you call. If the answer is "No," ask them to please let you know if they do think of a referral. (Don't hesitate to take the conversation further by asking more questions like those listed below.) Most people want to be helpful to others, and if they know you want advice, not a job, they are usually happy to talk to you.

Especially when speaking with lawyers you don't personally know, an informational interview is a great way to make contact. As an informational interviewer you can:

- Develop your contacts
- Set up the interview
- Ask the questions you want answered
- Draw on someone's experiences and contacts

Write a Letter/Email

In general, people feel most comfortable writing to their contact to request an appointment for an informational interview. This gives the contact person a point of reference for your later phone call/meeting and will help you to be perceived as businesslike and professional.

You can send your letter via regular mail or via email. If you contact people by email, you must maintain the same high standards of grammar and punctuation as you would in any business correspondence. Just because the medium is more informal does not mean that the message should be as well.

Your letter should tell the person:

- Who you are
- Where you got their name
- What you want
- When you will call
- Thank you

Letters should be personal, reflect your style, and sound natural. All letters should be in standard business format, carefully checked for appearance, spelling, and grammar.

Should you send a resume along with the letter? Here we have a split of authority. On the one hand, since you are asking for information and not a job, including a resume may send a mixed signal as resumes are typically only used in job applications. On the other hand, if you don't include a resume, you have less opportunity to get the contact interested in talking to you. So, if you decide to include a resume, be sure to include some language in your letter which says something like, *To give you a bit more information about my background before our meeting, I've attached my resume.* If you do not send a resume, you should write a slightly longer letter which includes a little more information about you. An alternative to sending the resume with the initial email would be to attach it after you've confirmed a meeting to solicit feedback or comments from them during the meeting.

See sample emails at the end of this packet.

Call Directly

If you would like to call without sending a letter, you will be making essentially the same request, but will try to find out:

- If they are free to talk now
- When you could call them again
- When you could meet with them
- Where they would like to meet

You would usually benefit from a meeting at their office where information for additional contacts is readily available.

Note that when you call to arrange an informational interview, you need to be prepared to deal with some additional issues like:

- The person who answers the phone
- The person who screens your contact's calls
- Leaving a message
- Explaining your request
- What to say to someone who is busy or brusque
- Your response to being turned down
- What to say when someone says they'll see you

While you may want to write out your telephone script, remember that this is simply a normal conversation. Always treat the person who answers the phone with respect and care. Be polite, considerate and clear about what you want.

When setting up the appointment, bear in mind that you are asking busy people to give up time to talk to you; their convenience, not yours, should be paramount. So, be as flexible as you reasonably can be as to time/date/location of the meeting. Also, be prepared for interruptions and last-minute rescheduling, as lawyers are often called to manage client emergencies without much notice. Remain calm and pleasant no matter what happens.

How to Conduct the Interview & Sample Questions

If you are meeting in person, dress as you would for a job interview (but remember, you are asking for advice, not a job). Be prompt. Observe as well as listen. Be prepared with open ended questions such as:

- What are some of the particular advantages and disadvantages of this kind of practice?
- Could you tell me what a "typical" day is like for you?
- What do you like about your work?
- Are there things you dislike about your work?
- Is there any sort of path in terms of course selection that is particularly important in your work?
- Are there particular skills or personality traits that you think are needed in your kind of practice that might be different from other kinds of lawyering?
- What's the future outlook for _____? (small firms, environmental law, prosecutors, whatever is appropriate).
- What would you see as the best way to get the skills and experience to best qualify me for this kind of Law/Legal Practice/Job?
- What do you suggest as the best way for someone with my experience to approach prospective employers?
- How should someone with my lack of experience approach prospective employers?
- How did you go about finding this job?

- Would you suggest any ways in which I could improve the content or appearance of my resume?
- Do you think there are things on my resume that prospective employers might object to?
- Can you think of anyone else that I should talk to? Would you mind if I used your name when I contact him/her?

You are in the "driver's seat" in this interview, so you need to keep the conversation going and be ready with the next question. As the interview proceeds, you may find that you need to re-focus, if the interviewer does not want to go in the direction in which you would like to go. Also, if this meeting becomes a job interview, you may have to switch gears and field more traditional interview questions. So, make sure to bring a copy of your resume, if you didn't send it initially, and practice answering typical job interview questions before the meeting. Don't be afraid to arrange for another interview if necessary to continue with the job interview. When you are nearing the end of the discussion you should always ask, "You have been very helpful. Who would you suggest that I speak with to tell me more about (practice area)? May I say that you suggested I call?" Ask for permission to stay in touch to inquire about new developments and future leads.

Be sure to *send a thank you letter* as promptly as possible. Also, once you've left the meeting, be sure to make notes of your conversation. This will help you write your thank you letter and will give you topics to refer to when you speak again. Keep in touch with your contact through quick notes or emails to let them know of new achievements or your job search progress. After working so hard to build your network, you need to give it a little attention every once in a while to ensure that it remains healthy.

An important final step is the evaluation of the information which you have gathered. What positive and negative impressions do you now have? How did this interview help you to clarify your own objectives? What are your next steps? With whom will you speak next? What more do you know about the legal market in your field of interest?

Helpful to keeping you organized can be an excel file which will organize who you've contacted, when you last spoke, any follow up you may need to do, and notes about where you met them, or distinctive talking points.

	A	B	C	D	E	F	G	H	I
1	Name	Email	Phone	First Contact	Last Contact	To Follow UP	Notes	Additional Contacts Given	
2	Joe Smith	jasmith@lawfirm.com	323-321-8455	9/2/2016: "Cold" Email	11/2/2016: Coffee in Fort Collins	Said to follow up in April after Spring Break; Send Email 4/2/2017	UW Alumni; Works in Natural Resource Law, strong contacts with Rocky Mtn. Mineral Foundation	Associate in Denver - Jane Foust, works for DOI, Dept. of Natural Resources; Send F/U Email	
3	Jane Foust	jfoust@dnr.state.co.us	303-555-6666	F/U Phone call, left v/m	12/1/2016: Final/sign off email		No Returned communication		
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“COLD EMAILS” – SEEKING INFORMATIONAL INTERVIEW

No Connection Point:

Date: February 15, 2016

Re: Request from Mary Oliver, UW Law 17', for Informational

Interview Dear Ms. Dunning:

I am currently a second-year student at University of Wyoming College of Law. I am particularly interested in pursuing a career in which I can use my legal skills to help in trust administration, business formation and other areas of transactional law.

This spring I am working to develop and deepen my understanding in this area of the law by practicing in the Estate Planning Practicum through UW. After completing my degree next year, I hope to work in a firm that focuses in this area of the law.

I am writing to ask if you would be willing to meet briefly with me to discuss your career path and the steps that you recommend for a starting lawyer with similar interests. I will call your office next week to see if this would be possible and, if so, to find a convenient time to meet. Thank you in advance. I hope to have the opportunity to speak with you soon.

Sincerely,

Mary Oliver

Existing Contact:

Date: November 15, 2015

Subject: Informational Interview Request from UW College of Law Student

Dear Ms. Andrews:

Janet Hooper, a partner at XYZ, PC, suggested that I contact you and asked me to pass along her regards. I understand that you specialize in domestic relations cases and I am particularly interested in learning more about your work in Casper. I hope to pursue a career in litigation upon graduation from the University of Wyoming College of Law next spring.

Over the past two years, I have volunteered and worked for the Family and Child Legal Advocacy Clinic representing low-income families in court. This experience has sparked and strengthened my interest in family law. Last summer, I worked as a Guardian *ad Litem* representing children as they navigated through the legal system. I plan to remain in Wyoming after graduation and would greatly appreciate the opportunity to meet with you to discuss your position as the Chair for the Wyoming State Bar's section for Children & Family Law, as well as the career opportunities that you feel are available locally in family law.

I realize that you are on a tight schedule and I would greatly appreciate any time that you could spare to meet with me. I will be leaving for winter break on December 13th; it would be great to meet with you before that date, if possible. I will give your office a call next week to see if we can arrange a convenient time to talk. Thank you in advance for your help.

Sincerely,

Kendra Black

Thank you:

Date: January 15, 2016

Re: Thank you

Dear Mr. Long:

Thank you so much for taking time out of your busy schedule to talk with me. I greatly appreciated your advice on how to find a summer internship with the Attorney General's office. At your suggestion, I phoned Deputy Attorney General, Joe Smith, and I will meet with him next week.

I hope that you have a great vacation in Europe—it sounds wonderful! I look forward to speaking with you when you return. Again, thanks for your help. I will keep you posted on my job search progress.

Sincerely,

Catherine Bobnick

**Note that it is also appropriate to send a handwritten thank you note following an informational interview. Many recipients enjoy the personal touch of such a note. But if your handwriting or time constraints make a handwritten note impractical, a thank you email is appropriate.*

TOTAL SILENCE, aka Final Attempt / Forward the originally sent message (in the event it got lost in his/her email)/ Thank you:

Date: January 15, 2016

FWD: Informational Interview Request from UW College of Law Student

Dear Mr. Long:

Thank you for taking the time to read my email, I understand your time is very valuable and that you may not be able to speak with me at this time. Should your schedule allow you to speak with me in the future I would be honored by the opportunity to discuss my questions with you!

I look forward to connecting with you in the future – Have a wonderful spring!

Sincerely,

Catherine Bobnick



THE DO'S AND DON'TS OF INTERVIEWING

*If you would like to set up a mock interview with the Director prior to your actual interview,
please set up an appointment through Symplicity*

DO:

- Research the firm or company.
- Wear a suit, have your shirt professionally cleaned, shine your shoes. This holds true for women. Although dresses and pant suits are acceptable in the workplace, a conservative suit is always your safest bet for an interview.
- Practice your answers to difficult questions.
- Be on time.
- Give a firm handshake, but it's not a competition. Generally, people don't like either wet noodles or vice grips.
- Admit that you are nervous if you are. Trying to hide it will only make it worse.
- Be energetic and enthusiastic.
- Sell yourself. Give the employer a reason to get excited about you.
- Make eye contact with your interviewer.
- Ask good questions. Be prepared with conclusion questions at the end of the interview.
- Get across your agenda. Talk about your strong points even if you are not asked about them directly.
- Always find something positive to end your answers on.
- Be as flexible as possible when talking about your availability to start this position.
- Say a sincere "thank you" at the end of each interview. These people are taking time out of their day to interview you.
- Send a thank you letter or email to each person with whom you met-with correct name and spelling-ask for business cards.

DON'T

- Don't wear cologne or perfume.
- Don't smoke immediately before the interview.
- Don't wear trendy, loud/distracting or casual clothing.
- Don't assume that the interview is merely a formality. Always sell yourself.
- Don't talk about dissatisfaction with the practice of law, prior jobs/bosses/coworkers, etc.
- Don't complain about your current employer. Express your reasons for leaving as a positive statement of what you are looking *for*, not a negative statement of what you want to get away *from*.
- Don't interrupt the interviewer.
- Don't leave your cell phone on during an interview.
- Don't talk too much or too little. The best interviews are always a two-way conversation between you and the interviewer.
- Don't fidget. If you tend to fidget and play with objects such as your pen or a paper clip, don't tempt yourself.
 - Place your (empty) hands on your lap and keep them still unless you use your hands to speak.
- Don't talk about money until the employer raises the issue.
- Don't use foul language.
- Don't discuss inappropriate personal matters. Remember, this is a business meeting. Although an employer wants to get to know you personally to determine if you will work well together, they do not want to know about your current personal problems.
- Don't make remarks inappropriate to the environment. For example, don't refer to yourself as a "maverick" if you are interviewing for a team environment position.

THE ART OF NETWORKING

PURPOSE OF NETWORKING

Networking **IS NOT**:

- Brown-nosing.
- Asking for a job.
- Schmoozing.
- Torture.
- An imposition on others.
- Using people.
- Asking for a favor.
- A one-time deal.

Networking **IS**:

- How 80% of all jobs are found.
- Building contacts in an area of law in which you're interested.
- Making new friends.
- An information-gathering tool.
- A way to stand out from the crowd.
- Fun.
- A long-term process.
- A tool to find jobs in the hidden job market.
- Stepping outside your comfort zone.
- A life skill that you'll use as a lawyer.
- The key to successful job searches!

Even if your paper credentials are not as strong as you would like, good networking skills can help turn you into a strong job candidate.

How to Make Small Talk

From Debra Fine's The Fine Art of Small Talk

Small talk serves an important function—without it, you rarely get to the *real conversation*.

1. **Take the risk:** it is up to you to take the risk of starting a conversation with a stranger.
2. **Assume the burden:** it is up to us to assume the burden of conversation. It is our responsibility to come up with topics to discuss, to remember people's names and to introduce them to others. It is up to us to relieve the awkward moments or fill the pregnant pause.

- Small talk is a valuable personal and professional thread that connects people.
- Improving conversation skills can enhance leadership abilities, reduce your anxiety about social situations, boost confidence, lead to new friendships, and more.

FIND THAT APPROACHABLE PERSON.

Approachable person = makes eye contact with you or who is not actively engaged in a conversation or other activity such as reading a newspaper or working on a computer. It's the solitary person getting a bite to eat, someone sitting alone at a table, or the one crossing the room unescorted.

INTRODUCE YOURSELF. Go up to someone, extend your hand, make eye contact, smile and say, "Hello, my name is_. It's nice to meet you."

IT'S UP TO YOU TO START A CONVERSATION.

- #1 Social fear in America = Public Speaking.
- #2 Fear = Starting a conversation with a stranger.

EXAMPLES OF BUSINESS ICEBREAKERS.

1. Describe a typical day on the job.
2. What got you started in this industry/area of practice?
3. What do you enjoy most about your profession?
4. What's the most difficult part of your job?

EXAMPLES OF SOCIAL ICEBREAKERS.

1. Tell me about your family/work/firm/history.
2. What's a typical day like for you?
3. What books/movies have you seen recently and would you recommend them?
4. Tell me something exciting about your work/life/family that's going on right now.

STARTING WITH A STATEMENT.

1. What a great conference! Tell me about the sessions you attended.
2. It's been great working together for months now, tell me about some of your outside interests/how you came to the firm/what you've learned since working here.

AN ELEVATOR SPEECH

Can be delivered in the time it takes to ride the elevator with someone (30 to 60 seconds). It is also the answer to the question, "So tell me about yourself." It's an overview of yourself.

- ✓ Leaves listener with lasting, positive impression, and should make him/her say "tell me more."
- ✓ Personal branding.
- ✓ Differentiates you from your peers.
- ✓ You can position yourself as a leader or specialist that can fill a particular role.
- ✓ Consider your audience & adjust your speech accordingly.
- ✓ Rehearse it often.

<p>Remember the following 4 steps and you're on your way to a good chat:</p> <ol style="list-style-type: none"> 1. Make eye contact. 2. Smile. 3. Find that approachable person! 4. Offer your name and use theirs.
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- ✓ Keep it fresh and updated.

Tips for creating an “elevator speech”:

- ✓ Write down important points and concepts that highlight your services and yourself.
- ✓ Write out 4 to 5 sentences using keywords and concepts.
- ✓ Use action verbs and easy to understand language.
- ✓ Keep it short and informative.
- ✓ Edit it until it is as brief as possible while still conveying desired message.

RECOMMENDATIONS FROM THE EXPERTS

NETWORKING IN SOCIAL SITUATIONS

PREP WORK

- Rehearse a short description of yourself before you attend the first event/meeting. Make it one that connects your interest in this organization with your talents and career goals. If you can't come up with that kind of introduction, you may be getting involved with the wrong group.
- Consider bringing a friend along as a way to double the number of contacts you can make, but agree ahead of time to split up so that you will not talk to each other all night. You both need to meet new people.
- Make sure you dress appropriately.
- Resolve to be brave. It's very tempting to spend your time in a social setting with fellow students or people you know, but tell yourself you can hang out with them later.
- Be well rested and well fed before the event. To be able to meet and talk with new people at the event, you will need to be energetic, and you won't have much time to eat.
- If you are given a nametag to wear, place it on your right, rather than left, lapel. This way, it will be directly in a person's line of vision when you are shaking hands.
- Make sure that your purse or briefcase strap does not obscure your nametag.

THE FIRST IMPRESSION

- Target someone close to your own age with a friendly smile as your first approach.
- When introducing yourself to someone, smile, **shake hands firmly** and state your name clearly (even if you are wearing a name tag). Pause briefly between saying your first and last name.
- Use a simple opening line which gives the other person the opportunity to talk. For example, “Hi, I'm Joe Smith from UW Law School. Did you attend the fracking conference? What did you think?”
- Lawyers LOVE to talk about themselves, so just get the ball rolling for them, “When did you start working at the Attorney General's Office? What did you do before then?” Listen for common areas of interest to discuss.
- Examples of additional topics to develop are the event you are attending, the sponsoring organization of the event, the person's firm or practice area, current cultural or sports events, or current news events.
- Maintain **eye contact** when talking. Eye contact communicates sincerity and interest.
- Dr. Albert Mehrabian, author of Silent Messages, conducted several studies on nonverbal communication. He

found that **93% of daily communication is non-verbal**, split between voice tenor, facial expression, gestures etc.

- Do not tell ethnic, religious, political, sexual, or gender jokes. Also avoid these areas as topics of conversation.
- Try to remember the names of the people you meet. The best way to do this is by repeating a person's name two or three times as a natural part of your conversation.
- Collect business cards as appropriate, make notations on the back of the card to remind you of where you met them, what you discussed and any unique things you learned from them.

THE LITTLE THINGS MAKE A BIG DIFFERENCE

- Smile often, and convey genuine interest in the other person and in what is being said.
- If you are carrying a beverage, carry it in your left hand so your right hand is free to shake hands.
- Even if you met a person earlier that day, you should still state your name when you meet them again. You can safely assume that the person has spoken to at least a dozen other students over the course of the day and would appreciate a reminder such as, "Hi Linda. We met earlier today. I'm Mary Walters from UW." This holds true when you meet someone again at a later function, remind them why they may recognize you with a simple reference, "Hello Mr. Smith, it's nice to see you again. We met last year at the State Bar Conference, how has your year been in Casper?"
- To stay in top form, limit alcohol consumption to one drink and avoid messy foods. DO NOT overdrink at any social function in which you need to appear professional.

THAT'S A WRAP

- Do not take it personally if you try to talk to someone and he or she does not engage with you after you have given it a good try. Move on and talk to someone else.
- Remember that you are trying to achieve quality of contacts rather than quantity of contacts. Try to learn as much as you can about each person's firm/organization, practice, and interests. Try to impart similar information about yourself. In the end, you should be able to remember something distinctive about the other person.
- It is fine to keep your conversations to five minutes or less. You have a lot of people to meet. If appropriate, ask for an opportunity for further conversation and further advice.
- Do not ask directly for a job, but do ask for referrals to other contacts.
- When you are ready to exit a conversation, let the other person or persons know that you are happy to have met them and ask for their business card.

AFTER THE EVENT

- Review any business cards you received and make notes about the people you spoke with and what you talked about. It can be helpful to jot notes on the back of business cards (later, of course; not in front of the person); make a note of things that will help you remember the person, e.g., "Son goes to CU- Boulder. She practices energy law. Just got back from vacation to Slovenia."
- Follow up by e-mail or letter to any person with whom you made a connection, if appropriate. Reference

the setting at which you met and something you discussed. Think about how you can offer to be helpful to this person. For example, offer to follow a legal issue of interest to him or her. See sample emails in informational interviewing.

- Follow through.



LinkedIn Profile Checklist

PHOTO: It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

HEADLINE: Tell people what you're excited about now and the cool things you want to do in the future.

SUMMARY: Describe what motivates you, what you're skilled at, and what's next.

EXPERIENCE: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

ORGANIZATIONS: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

David Xiao
Econ Major and Aspiring Financial Analyst
San Francisco Bay Area | Financial Services

Previous: Berkeley Ventures
Education: University of California, Berkeley

153 connections

www.linkedin.com/m/davidxiao/

Background

Summary

I'm a senior at Berkeley, starting to look for roles in the financial industry. As an economics major, I'm fascinated by the invisible forces that shape our world. Why does one company succeed and another fail? Is it possible to predict which idea will be the next big thing?

As such, I've taken lots of microeconomics coursework and have interned with a local venture capital firm. And now I'd like to put that experience to good use, analyzing tomorrow's up-and-coming companies.

Experience

Venture Capital Internship BERKELEY VENTURES
Berkeley Ventures
May 2013 – September 2013 (5 months) | Berkeley, CA

Conducted research on 20 startup companies and presented my findings to the fund's board, leading to a new \$1.5 million investment.

INTRODUCTION TO VENTURE CAPITAL
David Xiao

A presentation I gave to my classmates, based on what I learned at Berkeley Ventures

Organizations

Berkeley A Capella
Lead Singer
March 2012 – Present

Schedule and perform at events for one of Berkeley's oldest a cappella groups, including last year's Cal-Stanford game.

EDUCATION: Starting with college, list all the educational experiences you've had - including summer programs.

VOLUNTEER EXPERIENCE & CAUSES: Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

SKILLS & EXPERTISE: Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

HONORS & AWARDS: If you earned a prize in or out of school, don't be shy. Let the world know about it!

COURSES: List the classes that show off the skills and interests you're most excited about.

PROJECTS: Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

RECOMMENDATIONS: Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Education

University of California, Berkeley
Economics, B.A.
2010 – 2014 (expected)



Volunteer Experience & Causes

Big Buddy

Skyline High School

September 2012 – May 2013 (9 months) | Education

Mentored an Oakland high school student through the college application process, helping him get into his dream school.

Skills & Expertise

Most endorsed for...

12 Economics

11 Start-ups

10 Due Diligence

10 Venture Capital

10 Management



Honors & Awards

The Achievement Award Program

UC Berkeley

Four-year scholarship awarded to community-minded students with a proven track record of academic success.

Courses

University of California, Berkeley

- Microeconomic Theory (Econ 101A)
- International Monetary Economics (182)
- Public Economics (230A)

Projects

Venture Capital Financing in India

May 2013

For our international Monetary Economics course, Paul and I decided to study the emerging venture capital industry in India. By looking at data from the World Bank, we were able to understand the challenges and opportunities facing this nascent sector. And we developed a series of recommendations for overcoming these challenges, which we delivered to our professor in a final term paper.

5 team members



David Xiao

Econ Major and Aspiring Financial Anal...



Paul Smith

Student at UC Berkeley

Recommendations

Received (2) ▾

Venture Capital Internship

Berkeley Ventures



Tim Lee

Partner

“David spent the summer with us at Berkeley Ventures and made an immediate impact. He showed us a brand new technique for firm analysis that he had just learned in school and came through with recommendations that opened our eyes to a unique set of opportunities.

We don't normally hire undergrads as interns but after working with David, we will again!

November 13, 2013, Tim managed

External Legal Job Banks

Located under “ Job Search Subscriptions” in POKES

- **Intercollegiate Job Bank: Username and Password in link in POKES**
Click on POKES, log in >> Click on Resource Library >> Click on Job Search Subscriptions >> Select Intercollegiate Data bank

- **Public Service Job Directory (PSJD)**
 - Premier resource for career- related information in legal and law-related public interest work, fellowships, internships, jobs in non-profit, government, and public interest law firms. Students can register for their own accounts. UW law students get free accounts since the University of Wyoming College of Law is a subscriber school.

- **Equal Justice Works**
 - The University of Wyoming is a member school, which makes Wyoming law students eligible to apply for fellowships, AmeriCorps, and Summer Corps. You will have to create a user profile on Equal Justice Works in order to apply for the various opportunities. Equal Justice Works also provides information and resources on working in the public sector.
 - This program also provides great guidance through webinars, written materials, etc. regarding student debt, how to consolidate your debt and how best to begin managing it, even while still in school.

- **Public Policy Handbook // Government Honors & Internship Handbook**
Username & Password: Found in the link, in POKES
 - UW subscribes to this service that is constantly updated. This lists entry level positions and internships in the government.
 - It also provides job opportunities in public policy. This resource includes nationwide positions, state by state postings as well as international opportunities!

- **Guide to State Judicial Clerkship Procedures**
Username & Password: Found in the link, in POKES

- **Ecojobs.com** Username and Password in link in POKES
 - UW subscribes to this source for jobs in the environmental field.

First-Year Law Student (1L)

Ongoing and as your schedule permits:

- Keep abreast of the information distributed by the CSO by logging on to www.uwyo.edu/law for updates.
- Take advantage of your e-mail access and watch for CSO emails.
- Read legal periodicals such as: Student Lawyer, The American Lawyer, The National Law Journal, Wyoming Lawyer, and the ABA Journal.
- Use on-line resources such as Lexis/Nexis, Westlaw, FindLaw, and Martindale-Hubbell to research employers, find job opportunities and read articles about legal careers.
- Assess your network of faculty, friends, family and peers to determine how they will be able to assist you with the career choice and job search process. Begin developing relationships with attorneys (including faculty and alumni).
- Set up informational interviews and/or take a new contact out for coffee or lunch. To learn more about informational interviews, read the handout in this section or contact the Director.
- Set up a spreadsheet and begin keeping track of all places you have lived and worked since the age of 18. Write down names and contact information for roommates and neighbors that knew you when you lived in that location. This information will come in handy when you fill out your Bar Application in your third-year of law school.
- Be sure to update your address, phone and e-mail with the front office regularly.

Between mid-August and mid-November:

- Attend career preparation programming hosted by the CSO.
- Meet with the Director after Oct. 15th to discuss any career-related concerns and learn more about networking and informational interviews. Find out "just what is it exactly that lawyers do?"

Between mid-November and mid-January:

- Review slides/presentation on Legal Resume and Cover Letter drafting, as well as the CSO handbook/samples.
- Draft resume and cover letter.

- Meet with the Director to review resume and cover letter and to discuss specific career plans and strategy.
- Continue building your network and schedule informational interviews with attorneys and faculty members. Send thank you letters if people have met with you; cultivate those relationships.
- Check Symplicity for employers accepting applications from first-year law students.
- Check the subscription services on the CSO website, e.g., BYU Intercollegiate Job Bank, the *Government Honors & Internship Handbook* and PSJD. On these sites, you will find additional job opportunities not posted in the CSO's job posting bank. The *Government Honors & Internship Handbook* is frequently updated and lists deadlines on a year-round basis.
- Identify additional employers in which you are interested. Potential employers may include private law firms, courts, governmental agencies, private corporations and businesses and non-profit organizations. Some employers may not post on the CSO's website or may not even have an "official" posting, but this does not mean they are "off-limits" as a potential employer. This is where networking is key. Talk with the Director to learn more.
- Consider volunteering for a couple of weeks at a firm or agency during the winter break. This can aid in your search for full time employment during the summer.
- Use the winter break to your advantage by researching career opportunities (using traditional and electronic methods) and conducting informational interviews and networking with attorneys (including faculty and alumni).
- If you have not completed your resume and cover letter, use this time to put these documents together.

Between mid-January and mid-May:

- Order law school transcript from the Registrar's Office and make photocopies. (Note: Some employers do not require an official copy and, in that case, you can download your transcript from WyoWeb. If the employer does not specifically request an "official transcript" then, as a general rule, you

Please Note: this timeline should be considered a general framework by which to plan your activities.

may assume that an unofficial copy is acceptable.)

- Check the CSO calendar on the website and make note of any upcoming application deadlines.
- Pay attention and participate in On-Campus Interviews (OCI) for 1L summer positions.
- Attend spring professional development and career preparation programming hosted by the CSO.
- Continue to cultivate relationships with faculty, alumni and other attorneys.
- Secure employer and personal references.
- Identify a writing sample to use for those potential employers that require submission of a writing sample. Make sure that your writing sample is free from typographical errors and is an example of your best work.
- Refine resume and cover letter. The cover letter is the first thing that employers see and it is expected that it will be an example of your best work.
- Begin submitting application materials.
- Check your course schedule to be sure you can complete expected courses to qualify for working in one of the law school clinics, any

prerequisites for 3rd year classes, or externships.

- Consider applying for externships for the summer, second, and third year.
- Consider applying for a study abroad program.

Between mid-May and fall semester of second year:

- Continue to search for summer legal employment if you have not secured a position. Consider volunteering on a part-time basis to gain relevant legal experience. This will help you build your resume for the next round of your job search.
- If you do not secure a summer legal position, use the time to research your opportunities for the summer between your second and third year of law school.
- Continue to conduct informational interviews and cultivate your relationships with faculty, alumni and other attorneys.
- Update and improve your resume and cover letter.

Please Note: this timeline should be considered a general framework by which to plan your activities.

Second-Year Law Student (2L)

Ongoing and as your schedule permits:

- Schedule an appointment with the Director to talk about your career goals and to learn more about networking and job searching in the legal market.
- Keep abreast of the information distributed by the Career Services Office (CSO) by logging on to www.uwyo.edu/law for updates.
- Read legal periodicals such as: Student Lawyer, The American Lawyer, Wyoming Lawyer, The National Law Journal, and the ABA Journal.
- Use online resources such as Lexis/Nexis, Westlaw, FindLaw and Martindale-Hubbell.
- Take advantage of your email access to watch for CSO emails.
- Continue to develop relationships with attorneys (including faculty and alumni). Set up informational interviews and/or take a new contact out for coffee or lunch. Make sure you write thank you notes to anyone with whom you meet.
- Check your courses to be sure you are covering prerequisites for 3rd year courses and externships.
- Consider applying for an externship.
- If you have not already done so, set up a spreadsheet and begin keeping track of all places you have lived and worked since the age of 18. Write down names of roommates and neighbors that knew you when you lived in that location. Update your spreadsheet as needed. This information will come in handy when you fill out your Bar Application in your third-year of law school.
- Maintain or create a networking spreadsheet, follow up as necessary with contacts.

Between mid-August and mid-November:

- Order law school transcript from Registrar's Office and make photocopies or download a copy from WyoWeb if an official copy is not required.
- Attend fall professional development and career preparation programming hosted by the CSO.
- Update resume, cover letter, writing sample and references.

- Identify additional employers (not listed in database) to which you are interested in applying.
- Participate in fall on-campus interviews.
- Consider registering for the Multistate Professional Responsibility Exam. The MPRE is given three times a year (March, August and November). Registration deadline is 4-6 weeks in advance of test date. (Note: Not all jurisdictions require the MPRE. Check the requirements for the bar exam in the specific state in which you seek to practice.)

Between mid-November and mid-January:

- Use the winter break to your advantage by researching career opportunities (using traditional and electronic methods).
- Set up informational interviews or other networking opportunities with attorneys (including faculty and alumni). Remember to send your thank you notes.
- If you have not completed your resume and cover letter, use this time to put these documents together.

Between mid-January and mid-May:

- Order law transcript from the Registrar's Office and make photocopies or download a copy from WyoWeb if an official copy is not required.
- Attend spring professional development and career preparation programming hosted by the CSO.
- If you have not already done so, identify a writing sample to use for those employers who require it. Make sure it is free of typographical errors and is an example of your best work.
- Refine resume and cover letter. The cover letter is the first thing employers read and it is expected that it will be an example of your best work.
- Begin submitting application materials.
- Determine if a judicial clerkship after graduation is one of your career goals. If so, begin to identify the courts to which you are interested in applying and research hiring criteria and application process. Information is available online at: www.nalp.org/schools/clerkship_guidelines.pdf

Please Note: this timeline should be considered a general framework by which to plan your activities.

www.judicialclerkships.com

<https://lawclerks.ao.uscourts.gov>

<http://www.uscourts.gov>

<http://www.cadc.uscourts.gov/lawclerk/>

- Also check the CSO website for helpful links, including one to the *Guide to State Judicial Clerkship Procedures*.
- Many courts do not post notices, so you must be aware of the different opportunities available and knowledgeable about how to research and apply for them.

Between mid-May and fall semester of third year:

- Continue to search for summer legal employment if you have not secured a position. Consider volunteering on a part-time basis to gain relevant legal experience. This will help you build your resume for the next round of your job search.
- If you do not secure a summer legal position, use the time to schedule informational interviews, cultivate relationships and research opportunities for after graduation.
- Continue to conduct informational interviews and cultivate your relationships with faculty, alumni and other attorneys.
- Update and improve your resume and cover letter.
- Federal judicial clerkships will post during this summer, and most deadlines will fall at the end of July to early August. It's important to give your references plenty of notice to write a letter of recommendation.

Third-Year Law Student (3L)

Ongoing and as your schedule permits:

- Keep abreast of the information distributed by the CSO by logging on to www.uwyo.edu/law for updates.
- Read legal periodicals such as: Student Lawyer, The American Lawyer, The National Law Journal, and the ABA Journal.
- Use online resources such as Lexis/Nexis, Westlaw and the Internet.
- Take advantage of your email access and watch for CSO emails.
- Be sure to keep your address, phone, and email current with the front office so you can be contacted about employment opportunities.
- Continue to develop relationships with attorneys (including faculty and alumni). Set up informational interviews and/or take a new contact out for coffee or lunch. Make sure you write thank you notes to anyone with whom you meet.
- If you have not already done so, this is your last chance to set up a spreadsheet (or other method of saving and organizing information) with a record of each address and place of employment you have had since the age of 18. You will also need the contact information for roommates and neighbors for each address. This information, along with information related to traffic violations, misdemeanors and/or felonies, and credit/financial information, will all have to be reported when you fill out your bar exam application and the portion related to character and fitness.
- Continue to cultivate a network of contacts and maintain your networking spreadsheet.

Between mid-August and mid-November:

- Most deadlines for the remaining judicial clerkships will fall into this time frame.
- Many employers also have September deadlines, so if you are able to, prepare your application materials before classes begin.
- Order law transcript from Registrar's Office and make photocopies or download copy from WyoWeb if an official copy is not required.
- Attend fall professional development and career preparation programming hosted by the CSO, including those geared toward bar exam preparation and funding the bar exam

application and preparation process after graduation.

- Update resume, cover letter, writing sample and references.
- Identify references. Make sure you check with a potential reference to ensure that he or she will, indeed, give you a positive reference.
- Meet with the Director and/or faculty member(s) to review resume and cover letter and to discuss specific career plans and strategy.
- Keep abreast of opportunities and deadlines on the CSO bulletin boards, the CSO website and subscription based sites.
- Identify additional employers (not listed in database) to which you are interested in applying. Set up informational interviews to learn more about the employer.
- Ask the Director for alumni contacts that may help you in your job search.
- Investigate bar exam procedures. Refer to each individual state bar's website (or the BAR/BRI digest or www.barbri.com) for application procedures, important deadlines and addresses, application fees, etc. Many deadlines occur in early spring.

Between mid-November and mid-January:

- Make contact with potential employers about job opportunities.
- Make a concerted effort to conduct informational interviews and to network with attorneys (including faculty and alumni) over the winter holiday period.

Between mid-January and mid-May:

- Order law transcript from the Registrar's Office and make photocopies or download a copy from WyoWeb if an official copy is not required.
- If you have not already done so, identify a writing sample to use for those potential employers that require submission of a writing sample. Make sure that the writing sample is free from typographical errors and is an example of your best work.
- Refine resume and cover letter. The cover letter is the first thing that employers see and it

Please Note: this timeline should be considered a general framework by which to plan your activities.

is expected that it will be an example of your best work.

- Begin submitting application materials.
- Complete Employment Survey and return to the CSO.
- Update your address, phone, and email with the front office before graduation and again after the bar exam if it changes.
- During the month of February, complete and return to the CSO the Employment Report and Salary Survey (ERSS).

After graduation:

- Study for the bar exam. Most exams are given in the months of July and February.
- Continue to search for legal employment if you have not secured a position. Consider volunteering on a part-time basis so you can gain relevant legal experience (this will help you build your resume for your job search).
- Join a section or committee of the bar association and ask to help with starting/finishing/helping with a project. This will give you immediate exposure.
- During the month of January, complete and return to the CSO the Employment Report and Salary Survey (ERSS).
- Keep in touch with the law school to let us know how you are doing and if we can be of continued assistance.
- Continue to cultivate and maintain those relationships with other attorneys that you began in law school, including those with your peers. You and your peers are now in the legal world side-by-side. Send a congratulatory note to a fellow student on their new job or send other notes and cards on occasion. This is your network!
- You may continue to use the services of the CSO as needed, including Symplicity and subscription based sites. The Director is also available to continue to assist you in your job search and/or job transition.
- Volunteer to speak at the law school to share your experience with new students.
- Join the alumni association and volunteer for the UW National Ambassador's Program (a network of UW alumni).

All Students (1Ls, 2Ls and 3Ls)

During your three years in law school, build up your resume and increase your opportunities by doing the following:

- Concentrate on your grades.
- Become involved in one of the law school's clinical programs: Defender Aid, Prosecution, Family Advocacy, Legal Services, Estate Planning, International Human Rights, or Energy, Environment & Natural Resources (EENR).
- Get involved in student and volunteer activities, including student organizations. Some of the clubs at UW College of Law include the Potter Law Club, Equal Access to Justice Club, Delta Theta Phi Legal Fraternity, Federalist Society for Law and Public Policy Studies, Natural Resources & Environmental Law Club, Phi Alpha Delta Legal Fraternity, Phi Delta Phi, Women's Law Forum and the Wyoming Trial Lawyers Association.
- Apply for an externship.
- Apply to be a Research Assistant for a Professor.
- Seek out opportunities to improve your research and writing skills, such as participating in Writing Competitions or writing for Law Review.
- Apply for part-time and full-time legal positions.
- Work during your summers (full-time) and possibly during the school year (part-time) after your first year if your schedule will allow.
- Participate in competitions. Some of the intra-school competitions offered by UW College of Law include the Client Counseling Competition, PACE Environmental Moot Court Competition, and the Moot Court Competition.
- Join the Board of Advocates and help to organize competitions at the law school.
- Join the American Bar Association (ABA) as a student member. Become involved with the Wyoming State Bar Association. Attend section or committee meetings in the areas of law you are interested in practicing.
- Apply to join an Inn of Court: The American Inns of Court is a national organization whose members include judges, lawyers and a few law students. Inns meet once a month for dinner to hold programs and discuss matters of professionalism, ethics and skills. It is modeled after the English apprenticeship system for barristers. Please see www.innsforcourt.org or Professor Easton or more information.
- Interview an attorney about an interesting case or area of expertise.
- Write an article on a current legal issue and submit it to the appropriate bar committee for publication
- Join a chapter of Toastmasters to improve public speaking abilities
- Attend bar sponsored continuing legal education (CLE) programs to meet local attorneys practicing in areas of interest.
- Attend the Wyoming State Bar conference, usually in September.
- Attend national conferences in your particular area of interest in order to develop contacts and learn more about that specific area of law.
- Conduct informational interviews with faculty, alumni and other attorneys. Ask them about what they do and how they got to where they are now. Cultivate those relationships.
- Attend all CSO events. Talk with invited speakers afterward & ask for a business card. Follow up.