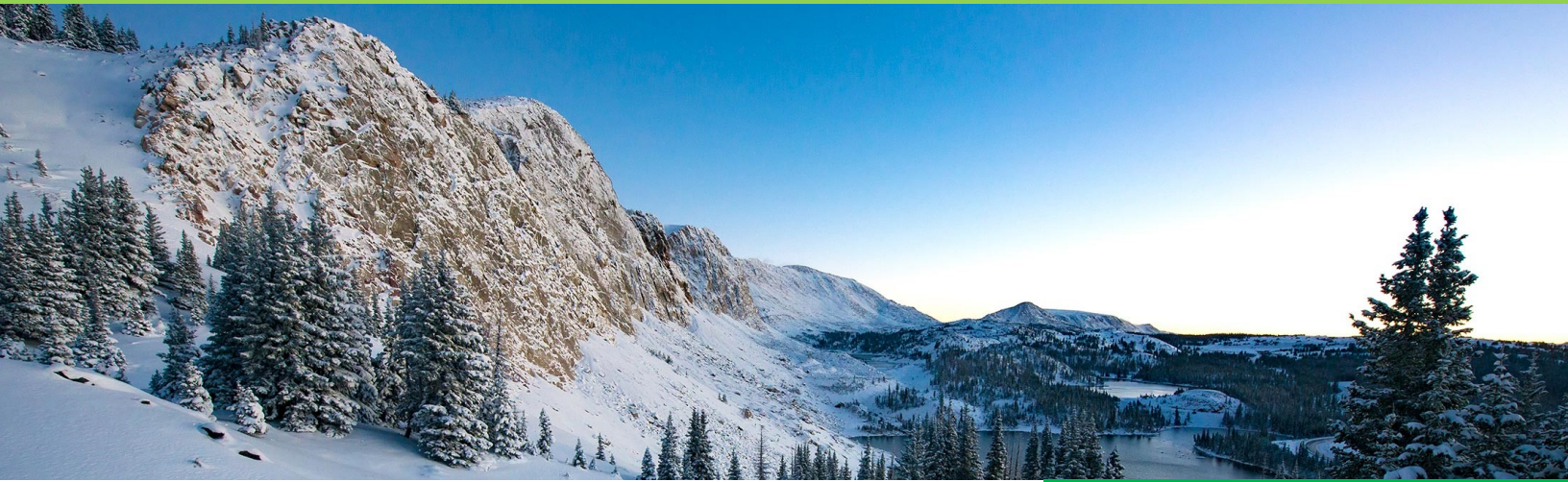




UNIVERSITY  
OF WYOMING

College of Law  
Career Services Office

## CAREER CLIPS: DECEMBER 2024 - 1L EDITION



### 2025 Is Going To Be A Great Year!

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

On-Campus Interviews (OCI) will begin in February, with employers meeting with students both in-person and virtually. More information about the OCI process can be found in this newsletter.

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



### *Public Interest Jobs*

The [CU/DU/WY Government and Public Interest Law Career Fair](#) is scheduled for Tuesday, Feb. 11th, from 4:30-6:30pm at the University of Colorado. Job opportunities with these employers will be posted to POKES Jan. 13 - Feb. 5, with virtual interviews Feb. 24-27.

**Over 50 public service employers every year!**

*Your CSO Director*

**Kristin Lanouette**

[khorman@uwyo.edu](mailto:khorman@uwyo.edu)

307-766-4074

Schedule an appointment in [POKES!](#)





## OCI TIPS:



★ Read the posting!

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



★ Do your research!

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



★ Apply for everything!

You never know what position is a good fit.

### **How To Submit A Transcript**

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

## On Campus Interviews (OCI)

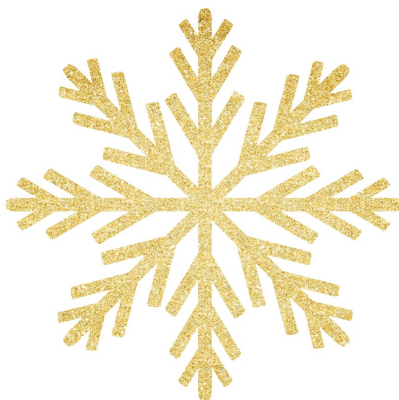
Every fall and spring we host employers on campus to interview students for positions ranging from summer internships to associate employment. Openings are posted in POKES, on the OCI tab within the job listings. From there, students are able to apply and later reserve interview time slots.

The first application deadline of January 20th will be quickly approaching, so be sure your resume and cover letter are ready!

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

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

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





# ***Six Salary Negotiation Mistakes You Don't Want to Make***

By Charles Volkert



## **Overstating Accomplishments**

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

## **Seeming Arrogant**

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

## **Not Being Assertive Enough**

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

## **Laying Your Cards on the Table Too Soon**

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

## **Ignoring Other Aspects of an Offer**

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

## **Drawing a Line in the Sand**

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

# How to Ask for a Letter of Recommendation



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

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

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

## 5 Ways to Look Confident in an Interview

*(even when you're freaking out)*

### 1. Just Breathe

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

### 2. Don't Fidget

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

### 3. Make Eye Contact

Maintain steady, natural eye contact throughout the interview.

### 4. Press Pause

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

### 5. Think Positively

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

*Read the full article [here](#).*

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

1L Remote Spring/Summer Law Clerk Positions - Clarkson Law Firm - Apply by 12/23/24

Great Falls, MT ~ Kalispell, MT ~ Helena, MT ~ Whitefish, MT ~ Butte, MT ~ Billings, MT

Belgrade, MT ~ Havre, MT ~ Bozeman, MT ~ Anaconda, MT ~ Denver, CO ~ Salt Lake City, UT

## **ROCKY MOUNTAIN REGION**

District Attorney Legal Intern - CO DA's Office, 19th Judicial District - Greeley, CO

Legal Extern - The Public Interest Network - Denver, CO or Remote

Summer Associate - Crowley Fleck, PLLP - Billings, MT - Apply by 1/6/25

Summer Intern (OCI Opportunity) - Basin Law Group, LLC - Powell, WY - Apply by 1/20/25

Summer Intern (OCI Opportunity) - Cline Williams - Fort Collins, CO - Apply by 1/22/25

Summer Intern (OCI Opportunity) - Hirst Applegate, LLP - Cheyenne, WY - Apply by 1/27/25

Summer Intern (OCI Opportunity) - Woodward, Inc. - Fort Collins, CO - Apply by 1/29/25

Summer Associate Program - Parsons Behle & Latimer - Various Locations - Apply by 1/31/25

Legal Extern - US Citizenship & Immigration Services, OCC - Centennial, CO - Apply by 1/31/25

Summer Intern (OCI Opportunity) - Sundahl Powers Kapp Martin LLC - Cheyenne, WY - Apply by 2/2/25

CO Rural Practice Intern - CO Access to Justice Commission - Various Locations - Apply by 2/14/25

1L Summer Associate - BakerHostetler - Denver, CO - Apply by 2/14/25

## **OUTSIDE THE REGION**

1L Scholars Program - Leadership Council on Legal Diversity - Various Locations

Judicial Intern Opportunity Program - American Bar Association - Various Locations - Apply by 1/6/25

Summer Intern (OCI Opportunity) - Social Security Admin., OGC - Atlanta, GA - Apply by 1/22/25

CHU Summer Extern - Federal Defender Services of Idaho - Boise, ID - Apply by 1/31/25

Summer Intern (OCI Opportunity) - Utah Public Lands Policy Coord. Office - SLC, UT - Apply by 2/6/25

Summer Paid Clerkships - Washington State AG's Office - Various Locations - Apply by 2/12/25

Coming Early January... Stay Tuned!

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

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

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

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



**UW College of Law Career Services Office**

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[www.uwyo.edu/law/career-services/](http://www.uwyo.edu/law/career-services/)

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