

Earle Mack School of Law Career Guide 2011 – 2012

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Career Strategies Office

The Career Strategies Office at the Earle Mack School of Law is dedicated to helping students and alumni prepare for successful professional careers. The CSO presents educational programs on the practice of law and professionalism; posts internships and jobs; coordinates recruiting and networking events; develops job opportunities for students and law graduates; and acts as a clearinghouse for information on careers, clerkships, internships, fellowships, alumni and other networks, and professional development. Most importantly, the Office provides individual career counseling to help students and alumni identify and reach their professional goals.

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1L Timeline

By end of December 2011:

- Prepare law resume, reviewed by career counselor
- Draft cover letter, reviewed by career counselor
- Gather information on summer internships. Apply for:
 - Summer internships with large law firms (100+ attorneys)
 - Public interest internships through CSO and online at PSLawNet.org
 - Gov't Internships
 - Summer positions posted on the Career Blog

January 2012:

- Continue to gather information on summer internships, and apply for:
 - Internships with federal judges (by first/second week of January)
 - Internships in gov't, public interest, small and mid-sized firms
 - Summer positions posted on the Career Blog
- Apply to PDLG Summer Internship Program
- Consider Study Abroad, Int'l Volunteer, & Co-Op Opportunities

February – March 2012:

- Continue to gather information on summer internships, and apply for:
 - Internships with state judges
 - Internships in gov't, public interest, small and mid-sized firms
 - Summer positions posted on the Career Blog
- Register for Patent Law Interview Program in Chicago, August 2010
- Register for other job fairs listed on Career Planning web page
- Participate in Mock Interview Event at the law school

April – May 2012:

- Continue search with small firms and jobs posted on Blog

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June and July 2012:

- Update and refine resume
- Apply to firms who are participating in OCI for your 2L summer
- Prepare to apply for U.S. State Dept and U.S. Dept of Justice summer honors internships by the end of August for your 2L summer

On-Campus Interviewing (OCI) by large firms and several government agencies begins during the last two weeks of August 2011. If you want to participate in OCI, please plan on being on campus these two weeks and schedule summer vacations accordingly!

The Importance of Building and Using a Professional Network

In the legal profession, one of the best resources for finding a job is not a book or an online directory, but the people you know. Using personal and professional contacts – including your family, friends, past employers, mentors, and alumni of the Earle Mack School of Law, Drexel University and your undergraduate or graduate institutions – is the best method for finding potential employment. *It is vitally important that you create a network of contacts and use it throughout your time in law school (and beyond)!*

You can start to build a network of lawyer connections even without help from your family and friends. The single most important feature of a successful job search is exposure to different kinds of law practice through meeting lawyers, watching them work, asking them about their career paths, and letting them get to know you, along with your interests and strengths! Those of you working in Co-Op programs will gain valuable legal practice experience with law practice and lawyers; please take full advantage of every opportunity to learn from your colleagues about the legal market and legal careers.

There are many other ways of meeting lawyers and building your network:

- **Consider working part-time throughout the academic year.** Watch for job postings that are posted on the Career Blog. Because most legal job openings are not posted, however, you should also do a direct targeted job search. That means using your growing professional legal network and sending unsolicited applications to find internships and jobs at area firms and organizations. Identify and target employers and ask them if they need any part-time help during the year.
- **Ask Attorneys for Informational Interviews.** Send an email to your undergraduate/graduate alumni who are attorneys—introduce yourself, explain your connection, and ask if they would meet you over coffee to discuss their practice and their career path. Tell them you won't take more than fifteen minutes of their time. Make it convenient for them, in both time and place. Be gracious. Bring your resume but don't bring it out unless you are asked. And always follow up with a thank-you email or letter.
- **Attend career panels and workshops that the CSO and student groups present throughout the year.** Most of the panels will feature practicing lawyers who will be talking about the specific features of their practice and sharing advice on career paths. These lawyers usually stay after the panel is over to talk to law

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students individually; not only do they participate in these panels to share their experiences, but also to look for promising law students who might be a good fit for their firm or organization. Avoid the temptation to be simply a passive listener—a good impression made here can serve you well in your job search! Watch for news from the CSO and your student groups on upcoming career panels.

- ***Participate with your Student Organizations*** in asking lawyers to come to campus and present on areas of particular interest to you.
- ***Attend receptions and events*** sponsored by the Philadelphia Bar Association, and other bar associations depending on your geographical and practice area preferences. Going to these receptions, particularly if you are going alone, can seem unfamiliar and awkward to some of you. But the more you attend, the more comfortable you will feel, and these are wonderful ways to meet the person who might offer you your next job!

Keep in mind that an effective job search takes time and patience. You might consider carving out specific time on your calendar to devote to career exploration and job searching, just like you would schedule a class. Take ownership and be proactive over your job search – and remember that the CSO (along with your professors and other staff here at the law school) are always here to help you!

Employment Options and Resources

A. Law Firms

Private practice law firms (of every size: large, mid-sized, and small) are where many law school graduates begin their legal careers. Only a small percentage of law students and lawyers, however, works in large firms. The majority seek and find positions in mid-sized and small firms.

The following chart is a list of where the members of the Class of 2008 were working nine months after graduation. As you can see, the biggest percentage worked in small firms.

Law Firms	56.2%
Solo practice	1.9
2-10 lawyers	17.8
11-25 lawyers	4.7
26-50 lawyers	3.4
51-100 lawyers	2.8
101-250 lawyers	4.3
251-500 lawyers	4.6
501+ lawyers	14.2
Firm size unknown	2.5
Other Employers	43.8%

*Source: Jobs & JD's: Employment and Salaries of New Law Graduates, Class of 2008.
NALP: The Association for Legal Career Professionals*

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1. Large Firms

Large firms have an established protocol for their recruiting and hiring, and they almost never depart from this protocol when hiring law students. They recruit predominantly 2L students through on-campus interviewing programs. These employers are able to determine their hiring needs a year in advance, and they seek students with a high class rank and/or other distinguishing academic credentials, especially law review and moot court board. Strong legal research and writing skills are often the first thing employers look for. Employers may require criteria ranging from top half, to top 20%, or top 10% of the class. Some firms often put great emphasis on other work experience such as medical training, insurance work, financial experience, or science/technical background.

Large firms hire a significantly smaller number of 1Ls for summer associate positions. Most large firm summer associate programs are designed for 2L students.

For 1Ls, large firms will accept resumes after December 1 of your first year and will call in students for interviews shortly thereafter. Large firms also hire 1Ls through targeted programs like the PDLG Summer Internship Program and area minority job fairs. This year, unlike in previous years, large law firms are significantly reducing the number of 1Ls they plan to hire as summer associates.

For 2Ls, the hiring process for summer associate positions is usually completed between July after your first year and November of your second year of law school. This hiring process is extremely competitive.

The emphasis for these large firms is on summer associate programs; although some of them do look at third-year students, the numbers are much smaller. Another common entry into large firms is as a “lateral” attorney after you have been working at another firm for several years. In large firms, the opportunity as a newly licensed attorney for significant client contact and independent action is much less than in smaller firms, but the salaries are much higher.

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2. Mid-Sized and Small Firms

This is the sector where most students get started in private practice. In the Philadelphia area, a “mid-sized” firm is usually defined as a firm of 50 to 100 attorneys (give or take a dozen on either end). This does not include the smaller, regional branch offices of large law firms. Some mid-sized and small firms do formal recruiting through the on-campus interviewing program, but most of them do not. Their recruiting plans are based on actual need, not what is projected for the next year. Many mid-sized and small firms hire on a permanent basis from students who have worked for the firm part-time during law school.

These firms focus on law students who have direct work experience, law school extra-curricular activities, and personal qualities that are a good fit for the firm. They are usually not as focused on grades and law journal as the large firms.

Smaller firms may be boutique practices that focus on a particular area of the law or general practice firms that offer broader services. Associates and law clerks are given a great deal of responsibility. Salaries vary drastically in these firms and some offer creative salary options (like a salary combined with a draw on profits or a percentage of contingency fees on cases that associates bring in).

Small and mid-sized firms that hire law students for the summer will do so by posting a position through the CSO, meeting law students at networking events, or reviewing resumes that you send in December through May.

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How to Gather Information on Law Firms

- *The Philadelphia Legal Directory* (in the CSO). Lists all law firms in five-county Philadelphia metro area, South Jersey, and Delaware by practice areas.
- www.martindale.com (use Advanced Search, and search law firms by geographic location, practice area, and size)
- www.nalpdirectory.com (large firms only)
- Regularly read local, national, and practice area legal periodicals, especially *The Legal Intelligencer*, to learn what is going on in the legal market, who is working on cases or deals that interest you. Contact those attorneys!
- Use Westlaw or Lexis/Nexis to search for cases that interest you and see which firms worked on those cases.

NALP 2008 Associate Salary Survey – National Summary Charts

Median Base Salaries by Associate Year and Firm Size (as of April 1, 2008)

Firm Size: 2-25 26-50 51-100 101-250 251-500 501-700
701+

Associate Year	Median	Median	Median	Median	Median	Median	Median
First	\$68,000	\$81,000	\$90,000	\$105,000	\$115,000	\$120,000	\$145,000
Second	77,250	92,000	92,400	105,000	125,000	129,000	155,000
Third	86,000	93,575	99,500	106,000	127,000	130,000	165,000
Fourth	83,000	95,000	101,000	110,000	131,000	137,500	173,125
Fifth	88,750	99,500	105,000	115,000	139,500	146,625	185,000
Sixth	93,600	106,250	110,000	119,250	145,000	151,000	195,000
Seventh	105,000	118,000	110,000	122,500	151,675	158,000	205,000
Eighth	116,550	118,000	117,200	128,500	162,000	164,750	210,000

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Range of Base Salaries by Associate Year and Firm Size (as of April 1, 2007)

<i>Firm Size</i>	2-25	26-50	51-100	101-250	251-500	501-700	701+
Year							
First	\$36-160k	\$50-145k	\$54-160k	\$80-160k	\$75-160k	\$80-160k	\$93-160
Second	36-135k	55-155k	62-185k	81-170k	85-170k	86-170k	95-170
Third	36-140k	57-162k	64-210k	82-185k	81-185k	92-185k	100-185
Fourth	36-170k	58-174k	66-230k	85-210k	95-210k	95-210k	105-210
Fifth	36-210k	59-187k	68-250k	88-220k	91-230k	98-230k	110-230
Sixth	36-180k	60-206k	70-260k	92-230k	79-250k	100-250k	120-250
Seventh	36-192k	60-228k	72-280k	97-240k	93-265k	103-265k	130-265
Eighth	68-203k	60-242k	74-235k	97-250k	123-285k	126-280k	140-280

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B. Federal Government

The federal government is composed of hundreds of agencies, commissions, departments and boards. Almost all of these hire law students for summer internships, and many hire for permanent employment. The application process and hiring criteria vary greatly. Given the wide range of options, it is important to work with a career counselor on a federal government job search and review information in the *Government Honors and Internship Handbook* (available in hard copy in the CSO and electronically via the Career Blog – password protected).

Government opportunities range over a variety of practice areas including: criminal, antitrust, litigation, First Amendment, communications, trade, labor law, banking, tax, international law, immigration, environmental law, health law, policy, technology, intellectual property, patents, housing, civil rights, energy, and others.

Entering attorneys are given excellent training and usually assume a great deal of responsibility. Federal employment offers some flexibility including alternative work schedules and movement between agencies. Many times promotions are offered in a steady and incremental manner. Entry-level attorneys typically start at a GS-11 but many agencies are moving to higher pay levels. Many also offer assistance with the repayment of student loans.

Resources for Federal Government Legal Employment:

- *Government Honors and Internship Handbook* -- available in hard copy in the CSO, via the Career Blog, and also online at www.law.arizona.edu/career/honorshandbook.cfm (email CPDO to get user name and password)
- *USAJobs* --- www.usajobs.opm.gov (permanent jobs only)
- *Washington Information Directory* (in Legal Resource Center)
- *Federal Regulatory Directory* (in Legal Resource Center)
- *United States Government Manual* (in Legal Resource Center)
- *The Philadelphia Legal Directory* (Fed. Gov't tab) (in CPDO)

C. State and Local Government

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State and local government agencies are excellent places to work and they generally hire lawyers and law students. These positions are often not advertised widely, and you should inquire as to availability for summer and permanent positions by contacting agencies directly. You should do considerable research and use your networking contacts to identify these and other jobs.

A career as a district attorney or public defender or county attorney are other avenues of employment in state and local government. Some public defenders, district attorneys, and city and county law departments recruit on campus. See the deadlines set forth in the ***Government Employment*** guide available in the CSO.

D. Public Interest

There are many types of employment in the area of public interest. These include working for a public policy center, public interest law firm, membership organization, legal aid society, or direct legal services employer. Most of the positions either work toward policy change or represent underserved populations including the poor, elderly, children, immigrants, and prisoners. Public interest law organizations look for students and future lawyers who are committed to their issues and causes. Public interest work with the most well-known national employers is more competitive than lesser known or local organizations. Those who wish to enter the field should cast a wide net within their area of interest and consider numerous types of job prospects. Most entry-level positions are obtained through post-graduate public interest fellowships, which are very competitive.

To discuss internships with public interest organizations and post-graduate fellowships, please contact Rashida West, Associate Director of Government & Public Interest Law. The fellowship process is very specific and targeted and often requires a year or more of preparation and strategy.

It is important to lay a foundation in the public interest community. This can be done through developing credentials via our pro bono programs and co-op placements.

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Resources for Public Interest Law Employment:

- *Government Employment Guide*
(available in hard copy in CSO)
- *PSLawNet* -- www.pslawnet.org
- *Equal Justice Works* – www.equaljusticeworks.org
- *Public Interest/Public Service Job Fair* in February 2012

E. Funding Sources for Unpaid Summer Internships

- **Federal Work-Study Funding**

Federal Work-Study is a program providing employment for students. Awards are need based and are part of your financial aid package. You will be considered for work-study by completing the FAFSA and Summer Work Study Application. You are responsible for arranging your employment.

(For information regarding your eligibility for a work-study award contact Mary deRivera, mmd88@drexel.edu)

- **PIE Grants**

Public Interest Experience Grants provide stipends to Earle Mack School of Law students who are taking unpaid, summer public interest positions. These students are committed to the public interest and intend to pursue a public interest career after law school. The purpose of the grant is to offset the costs of living for students who incur significant financial burden by taking an unpaid position for the summer. The Public Interest Experience Grants Board (PIE Grants Board) hopes students will gain invaluable experience, skills, contacts, and insight to further enable them to find employment after law school in the competitive practice of public interest law.

- **External Summer Funding Grants**

PSLawNet – www.pslawnet.org

Equal Justice Works Summer Corps – www.equaljusticeworks.org

Equal Justice America Legal Service Fellowship – www.equaljusticeamerica.org

Serving the Public: A Job Search Guide (Chapter 8- Financing your Summer Public Interest Job) (available in the CSO)

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F. Online Job Search Links

You should check the Drexel Law Career Blog regularly for notices of job postings. In addition, the following are free websites of external organizations or companies that post law jobs – many include law student internships, but some do not.

<i>ABA Human Resources</i> http://www.abanet.org/hr/home.html	Includes internships and permanent career opportunities with the ABA, mostly in Chicago and Wash. D.C.
<i>ABA Law Student Division Career Information</i> http://www.abanet.org/lsd/networking.html	Links to resources and legal job opportunities
<i>Association of Corporate Counsel In-House Jobline</i> http://jobs.acca.com/search.cfm	Corporate counsel jobs database
<i>Career Builder</i> http://www.careerbuilder.com/	General job database, includes legal jobs
<i>Chronicle of Higher Education</i> http://chronicle.com/jobs/	Database of academic jobs in higher education.
<i>Hill Zoo</i> http://www.hillzoo.com	Database of internships and jobs for working on Capitol Hill
<i>Idealist.org</i> http://www.idealist.org	Directory of nonprofit and volunteer resources on the Web. Information provided by 20,000 organizations in 150 countries
<i>Indeed.com</i> http://www.indeed.com/	Includes listings from major job boards, newspapers, associations and company career pages.
<i>Intellectual Property Law Server</i> http://www.intelproplaw.com/	Intellectual property job postings as well as IP related services/news
<i>Law Jobs.com</i> http://www.lawjobs.com	Classified job listings, legal search firm job listing & legal search firm directory. If you go through the <i>Philadelphia Legal Intelligencer</i> portal, it will take you directly to Philadelphia area law jobs on www.lawjobs.com .
<i>Minority Corporate Counsel Association Job Bank</i> http://www.tools.mcca.com/MCCA/JobBank/	Jobs database for corporate law departments and corporate attorneys. You can also sign up to

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	receive a monthly electronic Hot Jobs posting.
Monster Board Legal http://legal.monster.com/	Legal job listings and links to corporate profiles
Craig's List http://craigslist.org	Increasingly used to post legal jobs and part-time law clerk jobs
USA Jobs http://www.usajobs.opm.gov/	Official job site of the U.S. gov't, including attorney jobs (although not law student internships)

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Application Materials

- A. Resume
- B. Cover Letter
- C. Transcript
- D. Writing Sample

A. Law Resumes

1. Goal of Law Resume

The primary goal of a law resume is to get you an interview. Your resume should show a prospective employer—as clearly and efficiently as possible—your skills, accomplishments, qualifications, and value for a particular legal position. It is a powerful tool to immediately engage the interest of a potential employer. It cannot and should not, however, tell the employer everything there is to know about you. Instead, it should entice the reader to want to learn more. You may tailor your resume differently for different kinds of employers. Remember, it does not need to be an autobiography; you need to explain what you have been doing in your academic and personal life, but you also need to make choices about what to leave out.

Your resume also serves as an example of your writing abilities. This is the first sample of your writing an employer will see, and it should highlight your ability to present information in an organized, concise, and visually pleasing manner.

Remember that an employer will likely look at your resume in less than one minute. Every word counts.

Common practices for law resumes, in both style and content, may be different from resumes used in other professions and from resumes used by undergraduates. Follow the principles explained in this guide to craft your law resume; you may also want to use one of the resume templates attached to this Guide that are available to download from the Career Planning page of the Drexel Law website.

2. What is Your Target Audience Looking For?

Employers are looking for evidence that you will succeed not only in the intellectual aspect of the job, but also in communication and professional skills. These skills mean that you will be comfortable communicating with different kinds of people in different kinds of environments. Depending on the nature of the job, those people include clients, prospective clients, colleagues, judicial officers, and other lawyers who will be opponents or collaborative partners on cases or transactions. Highlighting on your resume your experience in interacting with a wide range of people is as important as highlighting your academic achievements.

Also, employers may be looking for evidence on your resume that you have experience or demonstrated interest in areas of law specific to that employer. For example, public interest employers want to see volunteer or work experience in non-profit organizations. Intellectual property employers want to see an undergraduate/graduate degree in engineering or other hard science. Firms or organizations specializing in

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international law want to see international experience and foreign language skills. Law firms in general look for a wide variety of experience. Because working for a law firm usually entails business or client development, law firms usually look for evidence of your potential in these areas. Such evidence can include public speaking, leadership roles, membership in national, regional, or local organizations, ties to corporations, and interests in travel, sports, and government and business issues.

When constructing your resume, ask yourself: (1) what specific experiences of mine demonstrate the qualities this specific prospective employer is looking for?; and (2) what was distinct or notable about my contribution to each particular work or volunteer experience?

Just as in legal writing, *use specific, concrete, vivid nouns and verbs*. Avoid vapid abstractions. Avoid nominalizations. Do not write in narrative sentences and do not use first person when describing your activities (e.g., NOT: “**I reviewed interrogatory responses and requests for admission ...**”).

3. Principles of Good Legal Resume Design

- **Font.** Choose your font wisely. Use a commonly used professional font like **Garamond** or **Times New Roman**. Do not use a font that is too plain (like **Arial**) or too fancy (any of the *script fonts*).

The size of the font should preferably be 12 point. You can also use 11 point if necessary, but you should never go any smaller than that.

- **Resume Templates.** Microsoft Word has resume templates that are easy to work with, but they may not order the sections in the way you should for law resumes. If you choose a template from Microsoft Word, customize its sections and content according to this resume guide. Law resume templates are also included in this guide and on the Career Planning page of our website.
- **Margins.** You should have one-inch margins all around.
- **Paper.** Use white, ivory, or ecru high-quality bond paper.
- **Proofread for typos.** Attention to detail is an important legal skill that employers look for. Having a typo on your resume signals to a prospective employer that you are not careful about your work and your presentation. Have several people proofread your resume to look for design flaws and typographical errors. Typos are almost always fatal to a successful legal job search.

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- Pay Attention to White Space Versus Text. A resume should be pleasant at first sight. Pay attention to the amount of white space versus text. You don't want your resume to look too cluttered, or crowded, nor do you want your text to look isolated on the page surrounded by too much white space.
- Spell Everything Out. Common practice in the legal profession is to avoid using using acronyms or abbreviations for states, degrees, or institutions (except for well-known institutions like "**IBM**"). For example, write "**Bachelor of Arts**" instead of "**B.A.**" Write "**Philadelphia, Pennsylvania**" instead of "**PA.**" Write "**State University of New York at Buffalo**" instead of "**SUNY-Buffero**."
- Show Consistency in Effects. On a legal resume, **bolding** and *italics* are preferred over underlining for emphasis. Whenever you list the institutions you have attended and the employers for whom you have worked, present them in **bold**. Similarly, when listing *Juris Doctor* and the job titles you have held, present them in *italics*. That way, an employer can very quickly scan your resume and identify where you have been (in **bold**) and the title of what you have done (in *italics*).

Examples:

Earle Mack School of Law at Drexel University, Philadelphia, Pennsylvania
Candidate for Juris Doctor May 2012

Dutchess & Snow, LLP, Philadelphia, Pennsylvania
Paralegal, August 2006 - July 2009

- Length. Most law students' resumes can (and should) be kept to one page. Some exceptions to the one-page rule include:
 - (a) extensive (more than five years) pre-law school experience;
 - (b) intellectual property, where describing technical experience and publications may require more than one page;
 - (c) public interest, if you have experiences relevant to the position applied for;
and
 - (d) academic resumes which would include publications, presentations, and conferences.

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4. Parts of a Law Resume

Law students' resumes usually contain the following sections in this order, and common formatting for section headers is **SMALL CAPS**:

EDUCATION

EXPERIENCE

Additional sections such as **ACTIVITIES & INTERESTS**, **FOREIGN LANGUAGE SKILLS**, or **COMMUNITY SERVICE**.

Other sections that may be applicable, particularly if you came to law school as a second career, are:

Dividing **LEGAL WORK EXPERIENCE** from **OTHER WORK EXPERIENCE**
LICENSES AND PUBLICATIONS

Publications can include law journal, undergraduate or graduate research, and articles for other publications. Use Bluebook format for listing your publications.

Standard format for a law resume is to list your education and experience in reverse chronological order (from present, to most recent, to older).

Attention Second Careerists: Education comes first on a resume when you are enrolled full-time in law school, even if the C.V. you used prior to law school began with your Experience first.

5. Heading

The heading contains your name, address, telephone number, and email address. It should be well-designed and not take up too much space. **Use horizontal space—spread your name and contact information across the top of the page.** Three things to keep in mind:

- First, the heading uses the same margins and is in the same font as the rest of your resume, but your name can be two to four sizes larger, and your contact information can be one size smaller.

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- Second, *only* include two addresses (home and school) if your home address would show some geographical connection to the prospective employer. Otherwise, reduce clutter and only use your school address.
- Three, make sure your email address is professional (*e.g.*, **NOT: [milliondollarman\\$\\$@gmail.com](#)**). It's best to use your official school email address. Remove any hyperlink from your email address so that it does not appear in blue or underlined in your heading.

Professionalism Tip:

Consider the outgoing messages that you have on your home answering machine and your cell phone. Would you want an employer to hear them? Change outgoing messages to a professional tone, and leave out background music or special effects.

Consider this also: do you have a profile in online social networking sites such as MySpace or Facebook? Would you want an employer to see it? It's a good idea to change these profiles to make them more professional or delete them altogether. Some employers will look at your online profile before deciding whether to hire you. Employers say these are the kinds of photos to take down:

- any of you holding or drinking alcohol;
- any of you wearing a bathing suit or skimpy clothing; and
- any of you with a friend, colleague or group, unless the other people in the photo know that the photo is on your site and that it may be seen by potential employers.

6. Objective

Unlike some undergraduate resumes, law resumes do **not** include an entry for "Objective." Leave this out.

7. Education

Law resumes for current law students generally start with an **EDUCATION** section. You should list your education in reverse chronological order (*i.e.*, law school first, and work backwards). The entry for the Earle Mack School of Law should look like this:

The Earle Mack School of Law at Drexel University, Philadelphia, Pennsylvania
Candidate for Juris Doctor, May [expected graduation year]

After the entry for the Earle Mack School of Law at Drexel University, list your membership or leadership roles in student groups, along with any scholarships or

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honors you have received. List them in order of leadership roles or importance. You can choose to do this with a subheading for “Honors and Activities,” or without a subheading and instead with a simple bulleted list:

Earle Mack School of Law at Drexel University, Philadelphia, Pennsylvania

Candidate for *Juris Doctor*, May 2012

GPA after first quarter: 3.0

Honors and Activities:

- Vice-President, Student Bar Association
- Member, Drexel Health Law Society; Drexel International Law Society
- Recipient of Drexel Board of Trustees Merit Scholarship

Earle Mack School of Law at Drexel University, Philadelphia, Pennsylvania

Juris Doctor Expected, May 2011

GPA: 3.7, Top 10%, Ranked 4/150

- Selected as member of *Drexel Law Review*
- Awarded “Best Memo” in Legal Methods class
- Member, Drexel Minority Law Students Association
- Study Abroad, Summer 2007: Completed courses at University of Florence, Italy in international trade and environmental law through Penn State The Dickinson School of Law.

Where Do I Put My Co-Op Placement?

If you have been matched for a Co-Op placement but have not yet started that placement, list it under the **EDUCATION** section like this:

Earle Mack School of Law at Drexel University, Philadelphia, Pennsylvania

Juris Doctor Expected, May 2012

GPA: 2.97

- Member, Drexel Law Criminal Justice Society

Co-Op Placement: Philadelphia District Attorney’s Office (to begin November 2010)

Once you have begun working at your Co-Op placement, move it down to your **EXPERIENCE** section, with a description of your specific duties and experiences.

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For other graduate and undergraduate education, follow the same format. If you received your degree with honors, you should list *summa cum laude* or *magna cum laude* after your degree. As with law school, employers expect to see your GPAs from your undergraduate and graduate programs. List your activities, honors, and sports underneath the educational institution. If the names of organizations, groups, honor societies, or awards are not descriptive, provide a brief explanation in italics following the name to explain what it was. ***Don't overdo this section—limit your activities, honors, and awards in undergraduate and graduate school only to the most important.*** Include those honors, memberships, and activities in which you played a leadership role or that demonstrate skills pertinent to a law employer. If you wrote a senior thesis or any other papers for publication, include the titles.

High school education should be omitted; however, if you attended a high school that you believe would show some special connection (geographical or otherwise) to a particular employer, you may briefly include this information.

Should You Include Grades in your Education Entry?

Employers expect to see your GPA from law school and your other graduate and undergraduate institutions. If it is not there, employers assume that your grades are extremely low, so you should consider that risk when choosing not to include your grades.

Because grading systems vary across law schools, employers like to see as many indicators of academic performance as possible. Therefore, if you are given a class standing (e.g., **Top 10%**, **Top 25%**, **Top 50%**) or a class ranking (e.g. **10/150**), include them *both* in addition to your GPA. For example:

Earle Mack School of Law at Drexel University, Philadelphia, Pennsylvania
Juris Doctor Expected, May 2012
GPA: 3.7, Top 10%, Ranked 4/150

Depending on the employer, you may also want to demonstrate an upward trend over the course of several quarters, or highlight a particularly good grade in one or more classes (e.g., for a position in the District Attorney's office: "**Criminal Procedure: A**"). Discuss with a career counselor the best way to present your academic standing on your resume.

To demonstrate an upward trend:

Third Quarter GPA: 3.5
Second Quarter GPA: 3.0
First Quarter GPA: 2.5

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8. Experience

Remember this commonly overlooked maxim: a resume is **not** an autobiography! You should not include every accomplishment or job you have ever held, nor should you list every job duty or project you were responsible for in a given position. Instead, you should include those jobs and accomplishments—and those projects and tasks within a particular position—which best exemplify your skills and show an employer that you can do the job for which you are applying.

List your work experience in reverse chronological order. Depending on the extent and nature of your experience, you may want separate sections for **LEGAL WORK EXPERIENCE**, **OTHER WORK EXPERIENCE**, and **VOLUNTEER EXPERIENCE**. Do not make distinctions between paid and unpaid work—you should include all law-related positions, both paid and volunteer.

Reader-Friendly Tip:

For your past employers whose company names may not be immediately familiar to your target audience for your resume, include a brief description of what that employer does. (e.g., “**EDS, Inc. (boutique software designer for educational materials)**”).

Do not just describe your job duties. Highlight your accomplishments, special projects you worked on, and specific things that distinguished you from other employees. Describe what you did (or do) using action verbs (see list of action words at end of this guide).

For non-law-related positions, spend some time crafting your experience in a form that is relevant to a legal employer. Highlight skills that are transferable to law—such as experience in public speaking, communication, problem-solving, negotiation, research and writing. Use plain English. Avoid industry and technical vocabulary, acronyms, or jargon that would be unfamiliar to a legal employer (e.g., **NOT “Developed expertise in cXML, ebXML, XSLT, XPATH and created authentication and object-flagging modules.”**).

You can choose to present your skills descriptions in paragraph form or bullet form (or both).

Example:

Ozone Publications, LLC, Red Bank, New Jersey
Editor, Legal and Business, September 2007 – July 2009

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Co-creator of start-up magazine focusing on the impact of global warming on corporate, legal and public sectors. Responsible for hiring, training, and supervising three full-time writers, five freelancers, and support staff. Presented at public health conferences in Seattle, New York, and Mexico City. Collaborated with company president on market research and business development. Helped generate \$100,000 advertising revenue in first year.

OR

Ozone Publications, LLC, Red Bank, New Jersey

Editor, Legal and Business, September 2007 – July 2009

Co-creator of start-up magazine focusing on the impact of global warming on corporate, legal and public sectors.

- Responsible for hiring, training, and supervising three full-time writers, five freelancers, and support staff.
- Presented at public health conferences in Seattle, New York, and Mexico City.
- Collaborated with company president on market research and business development. Helped generate \$100,000 advertising revenue in first year.

Do not exaggerate your job title, duties, or contributions. If you would not feel comfortable showing the description of your past work to the employer for whom you performed the work, then do not include that description on your resume.

When describing internships or jobs in law firms or judicial chambers, ***be specific about the legal issues you worked on, the legal documents you prepared, and the size and specialty of the law firm.***

NOT THIS:

Dutchess & Snow, LLP, Philadelphia, Pennsylvania

Law Clerk, Summer 2010

Drafted court documents; attended hearings; interviewed clients.

Instead, be specific:

Dutchess & Snow, LLP, Philadelphia, Pennsylvania

Law Clerk, Summer 2010

Full-time legal intern for law firm of thirty attorneys specializing in commercial litigation. Drafted interrogatories, document requests, and answers. Researched and wrote memos on contract interpretation and non-compete agreement. Drafted brief seeking summary judgment on statute of limitations. Prepared arbitration binder and attended arbitration with firm partner.

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Honorable Sybill J. Johnson, Pennsylvania Court of Common Pleas, Philadelphia
Intern, Summer 2010

Conducted legal research on evidentiary issues involving battered women's syndrome and self-defense. Observed criminal arraignments, bail hearings, jury selection, trials, and sentencing proceedings.

9. Additional Sections

You may choose to include additional sections after your experience to highlight any relevant interests or skills. These sections can be "**ACTIVITIES AND INTERESTS**," "**FOREIGN LANGUAGE SKILLS**," "**COMMUNITY ACTIVITIES**" or "**VOLUNTEER SERVICE**."

Do not include proficiency with Microsoft Office or with electronic legal databases such as Westlaw, Lexis—employers assume you are proficient in these basic tasks.

Foreign language skills are always relevant, and you should specify whether you are fluent or conversational.

Should I Include Things Like Travel & Hobbies?

Some employers value things such as travel, hobbies, sports and other interests; others do not. More often than not, a separate section for **INTERESTS** can prove valuable in two ways: (1) your listed interests can be great conversation starters in interviews; and (2) by showing an employer things about you separate from your academic and work experience, you are demonstrating a potential for business or client development (*i.e.*, you have interesting things to talk about at a cocktail party or networking event other than your work).

If you do choose to include a separate section for your interests, consider some rules about what to include and what not to include:

1. Do *not* include personal information such as age, marital status, or children.
2. Except for limited kinds of employers, do *not* include affiliations with religious or political organizations.
3. More specific information is preferred over the general. (Not: "**running**." Not: "**travel**." Instead: "**2008 Boston Marathon**" and "**Six-week backpacking tour of South America; climbed Machu Picchu**.")
4. Your interests should implicitly demonstrate qualities that would be valuable to an employer. For example, running a marathon demonstrates that you set goals and reach them, and that you have strong self-discipline. Participation in group sports demonstrates that you know how to work well in groups and that you can handle stress and competition. By contrast, an interest in something like "**collecting X-Men comic books**" may not demonstrate qualities that a legal employer would consider valuable.

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10. References

Employers will assume that you can provide them with two or three names of former employers, professional mentors, or law school professors who can attest to your abilities, reliability, and performance. It is not necessary to list “References available upon request” on your resume, nor is it standard format that you list your references within the content of your resume.

Instead, create a separate document with one section titled “**LIST OF REFERENCES,**” using the same heading that you used for your resume. Include the following information for each reference: full name, title, employer, city, state, telephone number, and email address. You should also identify the person’s relationship to you. Use the same font and style as your resume, and print this list on the same paper as your resume. Generally, don’t send this list of references with your resume unless specifically requested to do so. Instead, you should bring them to an interview. *Be sure to ask permission before listing anybody as a reference.*

Examples:

Professor Terry J. Seligmann

Arlin M. Adams Professor of Legal Writing and Director of
Legal Writing Program
Earle Mack School of Law at Drexel University
Philadelphia, Pennsylvania
(215) 571-4718
Terry.J.Seligmann@drexel.edu

Mark Turner, Esq.

Dutchess & Snow, LLP
Philadelphia, Pennsylvania
(215) 123-4567
mturner@dutchess.com

I was an undergraduate intern with Mr. Turner when he was an ADA in the Philadelphia District Attorney’s Office and we have maintained a professional mentoring relationship since then. .

See the resume templates that are included at the back of this guide – they are also available to download from the Career Planning page on our website.

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Action Verbs for Resume Skill Descriptions

Accelerated	Conducted	Formulated	Organized
Accounted for	Constructed	Founded	Originated
Achieved	Consulted	Generated	Oversaw
Acquired	Contributed	Governed	Performed
Adapted	Controlled	Grouped	Planned
Addressed	Converted	Guided	Practiced
Administered	Coordinated	Identified	Prepared
Advanced	Corresponded	Implemented	Presented
Advised	Counseled	Improved	Produced
Allocated	Crafted	Increased	Promoted
Analyzed	Created	Influenced	Proposed
Applied	Critiqued	Initiated	Prosecuted
Appointed	Decreased	Inspected	Recruited
Appraised	Decided	Installed	Regulated
Approved	Defended	Instituted	Represented
Arbitrated	Defined	Integrated	Researched
Argued	Delegated	Interacted	Resolved
Arranged	Delivered	Interpreted	Reviewed
Assessed	Demonstrated	Interviewed	Revised
Assigned	Designed	Introduced	Revived
Attained	Detailed	Invented	Rewrote
Authored	Determined	Investigated	Scheduled
Audited	Developed	Justified	Secured
Briefed	Devised	Keynoted	Selected
Broadened	Directed	Launched	Served
Brought	Distributed	Led	Settled
Built	Drafted	Litigated	Set up
Calculated	Earned	Maintained	Solved
Catalogued	Edited	Managed	Spoke
Chaired	Engineered	Marketed	Sponsored
Closed	Established	Mediated	Staffed
Collaborated	Evaluated	Moderated	Strengthened
Combined	Exceeded	Monitored	Structured
Communicated	Executed	Negotiated	Supervised
Completed	Expanded	Nominated	Surpassed
Compiled	Expedited	Observed	Taught
Composed	Financed	Operated	Trained
Computed	Formed	Organized	Wrote

B. Cover Letters

Cover letters must be written well to get the reader's attention. A cover letter that is bland, too long, that shows carelessness, or that contains grammatical errors or typos will be an instant deal-breaker. Hiring attorneys consider your cover letter as the first example of a writing sample and may evaluate your writing strengths based solely on the cover letter. ***Try not to follow a template when writing cover letters—they should be written in your own voice!*** A carefully written cover letter will set you apart from the pack.

Follow these five rules about writing cover letters:

1. Keep it to one page.

Law student cover letters should be limited to one page. Taking the time to craft a careful, concise letter shows respect for the employer and consideration for the reader's time. By contrast, a loosely-written, verbose cover letter with densely packed paragraphs sends the message that you are inconsiderate of the employer's time and that you are not capable of thoughtful edits.

2. Answer specifically the following questions: why do you want to work here, and why would you be valuable to our practice?

Generally, cover letters are structured in two paragraphs, plus a closing:

- ***First paragraph:*** Introduce yourself and what you are looking for. DO NOT use your name here as if you are in conversation (e.g., don't write: ***"Hello, my name is John Case, and I am a first-year law student . . ."***). Instead, simply write: ***"I am a first-year law student at the Earle Mack School of Law at Drexel University and would like to be considered for a law clerk position with Dutchess & Snow for the summer of 2010."*** You may stop after this first sentence or you may choose to add another sentence about your interest in, or connection with, the particular firm, agency, or attorney to whom you are applying. For example:
 - (a) ***"As an intern with the Honorable Linda Seton last summer, I watched several Dutchess & Snow attorneys argue motions on a case involving Cattenbach, Inc., and I was very impressed with the quality and effectiveness of their advocacy."***
 - (b) ***"Wanda Richards, a former supervisor of mine, suggested I contact you because of my interest in environmental law."***

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- **Second paragraph:** This paragraph is the hardest one to write; it should be a concise, powerful, well-written narrative highlighting your strengths and experiences that are relevant to the position for which you are applying. You should not simply recite verbatim from your enclosed resume. Write this paragraph using the same principles of paragraph construction that you learned in your Legal Methods class—that is, begin with a thesis sentence and then use specific examples to demonstrate that thesis. Follow up with a conclusion that draws upon the specific examples you just set out to demonstrate how you would be of value to the firm or position for which you are applying. For example:

“I am particularly interested in international business law and believe that my academic background, along with my foreign language skills and international experience, will help me serve the interests of corporate clients, both domestic and foreign. I graduated with honors from Georgetown University with a major in Science, Technology, and International Affairs. During my tenure as a teaching assistant for Professor Carl J. Dahlman, I led several classroom discussions on the economies of China and Mexico. I spent my junior year studying at Nanjing University in China where I became fluent in written and spoken Mandarin. In my first year of law school, I received one of only four Outstanding Oral Advocate awards in my Legal Methods class. Moreover, in addition to taking a full course load throughout the academic year and summer, I currently serve as the president and founder of the Drexel International Law Society. Through all of these experiences, I have gained not only doctrinal knowledge of the law, but also professional skills that I believe will help me become an effective lawyer, including assuming leadership and mentoring roles, writing and public speaking experience, and organizational and time management skills.”

- **Closing:** Close your cover letter simply and graciously. Do not tell the reader that you will be contacting them soon to follow up (lawyers are busy and already have more emails and phone messages than they can manage)!

“Thank you for your consideration. I look forward to hearing from you should my qualifications fit the needs of [name of firm.]”

End with “Sincerely,” or “Respectfully.”

3. Be Specific and Concrete. Avoid Vapid Abstractions.

The writing style for a cover letter should use specific and concrete word choices. See the example above which specifically describes the writer’s experiences and

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achievements. Avoid word choices that are simply unverifiable empty labels—e.g., NOT: **“I am a hard worker and a quick learner, and I will be an asset to your firm.”**

4. Carefully Personalize Your Cover Letter.

Each cover letter should be addressed to a specific person. You should never write: **“Dear Sir or Madam,”** or **“Dear Hiring Coordinator.”** If you do not know the name of the person to whom you should be sending a resume, then call the firm or agency and ask for the person’s name. Make sure you get the correct spelling and gender of the addressee, if the gender is not immediately apparent. You should also refer to the firm or agency by name throughout the text of the cover letter, rather than calling it **“your firm,”** **“your organization,”** or **“your office.”** Once you have identified the full name of the firm or agency once in your letter (e.g., **“Montgomery McCracken Walker & Rhoads”**), you can refer to it by its shorter, familiar name thereafter (e.g., **“Montgomery McCracken”**).

Be careful to excise any references to other people or other firms. An easy mistake to make when you are cutting, pasting and printing out dozens of cover letters at once is to miss a reference in your salutation to the person to whom you wrote your last cover letter to, or calling the employer a “firm” when you are applying to a government agency. These mistakes are legendary and can doom even the most qualified candidate.

5. Use Good Document Design Principles.

Just as you pay attention to the font, margins, and proportion of white space in a resume, you should also consider these features important in your cover letter. Use the same font as your resume, and print your cover letter on the same paper. You should consider using the same letterhead as your resume as well. Structure your paragraphs so that they are not too lean and not too dense. Make the letter easily readable.

6. Use an Electronic Signature When Sending Letters Via Email.

To create your electronic signature, visit Krystal Lespinasse in the CSO. After you sign your name on a blank piece of paper, Krystal will scan it and send it to you.

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Some types of employers do not expect detailed cover letters:

- (1) **OCI Employers**: Employers participating in Drexel's Fall OCI process accept applications electronically on Symplicity. Each of these employers specify which documents they require, and many of them do not require a cover letter. Do not submit a cover letter to OCI employers unless the firm or organization has specifically asked for one.
- (2) **Jobs Applied to Through Symplicity**: Many employers post jobs and internships on Symplicity and ask to receive resumes by email. Unless the firm or organization specifically asks for a cover letter, use the body of your email as your cover letter and attach only a resume in Word or in .pdf.
- (3) **Post-Graduate Judicial Clerkships for Federal Judges**: In the summer following your second year of law school when you are applying to federal judges for post-graduate clerkships, cover letters are simply transmittal letters: "Enclosed please find my resume, transcript, writing sample, and letters of recommendation in support of my application for a clerkship in your Chambers for the 2012-2013 term."

Note: For judicial *internships* (summer positions while you are in school) and for *state judge clerkships*, you should still use the detailed cover letter model.

C. Transcript

Most employers will ask for a law school transcript as part of your application materials. This usually means an “unofficial” transcript. Official transcripts are used for some jobs, however, and you should give yourself a couple of weeks’ lead time to get a copy of your official transcript. See the FAQs on the Office of Student Affairs’ page of the Drexel Law website for how to request your unofficial and your official transcripts.

You may not simply print your grades off of Banner as a substitute for an unofficial transcript.

D. Writing Sample

Most legal employers will ask for a writing sample as part of your application materials. They usually prefer “working documents” like memos and briefs rather than academic pieces like scholarly essays or law journal articles.

Your first-year Legal Methods memo or brief is usually a good base for a writing sample – as you complete legal internships and co-op placements, try to use workplace memos and briefs from those experiences as writing samples. Always get your employer’s permission first, and redact confidential and identifying information. It’s easier and more professional to read if you simply change to fictitious names, rather than blacking out identifying information.

Writing samples should be no longer than ten pages (some employers will ask for only five pages). You should take the time to adjust your memo or brief to conform to the page limit. Take out one section of an analysis or take out the facts and provide a factual summary instead. Employers are looking for your best example of legal analysis – applying the law to the facts to come to a conclusion. You should annotate your writing sample so the employer knows what it is and what you took out. For example, use a cover page that says something like this:

This is the memo I wrote for my first-year Legal Methods class. The memo involved three issues: whether a father who mistakenly left his infant son in the car all day causing his son’s death should be charged with involuntary manslaughter or endangering the welfare of a child, and whether photographs taken of the deceased infant are admissible at trial. For writing sample purposes, I am including only the analysis on involuntary manslaughter.

Also, put a header on each page: *Rick Blaine, Writing Sample, Page X.*

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Symplicity.com

Create Your Profile & Upload Documents:

Symplicity is the CSO legal employment database.

- (1) Go to the law school's website at www.earlemacklaw.drexel.edu on the top under "Career Planning," click on Career Blog and Symplicity.

Or go to: <https://law-drexel-csm.symplicity.com/students>

- (2) Once there, you will see the log-in screen. Refer to the email from the CSO that you should have received in November 2011 containing your username and password. If you have not received that email, please contact Krystal Lespinasse at ksl36@drexel.edu.
- (3) After you log in, you will see a "home" page. Notice the "announcements" heading. Here you will find information from the CSO regarding upcoming events and important deadlines.
- (4) Creating Your Personal Profile: Click on the "Profile" tab at the top of the screen. Once in the "profile" section, complete the first three tabs of information: "Personal Information," "Academic Information," and "Privacy." If you want to change your password to something you will easily remember, click on the "Change Password" tab and follow the instructions.
- (5) Under the "Privacy" tab, make sure you mark "yes" to receive information from the CSO office. At the end of each tab, you'll need to click "Save Changes" after you have entered your information.
- (6) Uploading Your Resume and Other Documents. Click on the "documents" tab to upload your materials. Click on the "Add New" button to upload a resume, cover letter, writing sample, transcript, or references. Select the "Document Type" you want to upload and give it a "Label." **Keep in mind that employers will see the Label of your document, so it is best to label it with your full name and identifying information about the type of document.** Click the "Browse" button to retrieve your document. **Be patient; it can take up to ten minutes to upload!** Click "Submit."

INTERVIEWING GUIDE

A Brief Overview

1. Types of Interviews

Employment interviews take two forms – the screening interview and the call-back interview.

A. Screening Interviews

Generally, screening interviews are part of a formal interview process and provide an employer with basic information concerning the applicant's suitability for a position. Many times, employers use your resume to make the first cut and the screening interview to eliminate from further consideration those who do not appear to be a good fit for the employer. Screening interviews usually last 15-25 minutes and may be held on-campus, at an employer's office, at a hotel, or via phone or video conference. An employer will seek factual information supporting an individual's candidacy. Relevant background and indicators of future success are carefully measured and considered.

B. Call-back Interviews

The call-back interview is characterized by a lengthier interview with the prospective employer and an emphasis on "fit" rather than evaluation of minimum qualifications. Although most selection interviews involve one-on-one conversations, you may meet with several employer representatives, either simultaneously or in a series of individual meetings. Most call-back interviews take place at the prospective employer's office to allow the applicant an opportunity to see the premises, meet with a number of different attorneys and develop a sense of the environment.

2. Interview Myths

Developing an effective interview style requires applicants to be aware of interview myths and to prepare for them appropriately. The following are prominent myths:

- The interviewer is prepared for the interview, is knowledgeable about the organization and has reviewed the applicant's resume.
- The interviewer controls the interview. (The interviewer may control the format of the interview, but the applicant can control the content.)

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- Applicants cannot prepare for an interview; one cannot predict what the interviewer will ask. (Interviews are predictable. Applicants can anticipate the types of questions most likely to be asked and should prepare appropriate responses.)
- Knowledge and experience are the factors most critical to a positive employment decision. (Once applicants are seen to possess “minimum qualifications,” the decision to hire is largely based on personality and “fit.”)
- The only important part of an interview is the first five minutes. (Failure to impress an interviewer during the first five minutes should not cause an applicant to dismiss the interview as unsuccessful. The remaining 15-20 minutes should be used to gain the interviewer’s support.)
- An applicant can accurately determine the status of his/her candidacy by assessing the dynamics of a given interview. (Although it is important for the applicant to assess/analyze the interview, one cannot accurately predict the result.)

3. Logistics and Scheduling an Interview

WEEKS BEFORE AN INTERVIEW OR THE POSSIBILITY OF AN INTERVIEW

- Review this Interview Guide
- Make an appointment with a career counselor in the CSO
- Practice your interviewing skills
 - *The CSO will hold a mock interview event in March 2012!*

SCHEDULING THE INTERVIEW

- Promptly return phone calls about scheduling an interview.
- Ask with whom you will be meeting.
- Thank the caller. Express reserved enthusiasm.

WHEN TRAVEL COSTS WILL BE PAID FOR BY THE EMPLOYER

- If visiting more than one firm, ask procedure for sharing travel costs (know the NALP rules on this too).
- Ask the firm how to make arrangements.
- Ask for hotel accommodations.
- Do not fly first class, order extravagant room services or raid the mini bar.
- Keep all receipts and accurate record of expenses.

4. Preparing for an Interview

Preparation for an interview comes well before the face-to face meeting.

A. Employer Research

Become familiar with your employer and the individuals you will be meeting with. Review the firm's website and the individual bios of the interviewers. Take note of the different practice areas at the firm. Research Martindale Hubbell, NALP and Lexis and Westlaw news sections. Talk to students who have worked for the employer. Know why you want to work for the employer.

B. Research the Location

If you do not know anything about the town/city in which the employer is located, do research on the location. Visit the location to be sure you know where you will be reporting for your interview. Check out parking options or public transportations routes to the location.

C. Know Current Events

Watch the national news, read the newspaper or visit online news sources regularly.

D. Appearance

Your attire should contribute to your professionalism. Although employers may have different dress codes, it is always best to err on the conservative side when interviewing. You never want an employer to remember what you are wearing.

Make sure to appear neat, clean and fresh. Keep accessories moderate and jewelry tasteful. Clean and brush hair into an attractive style. Fingernails should be manicured and hands unsoiled. Shoes should be polished and clothes should be pressed.

Women

- Skirt suits are still considered the most conservative, although in certain circumstances women may wear pant suits.
- Black, navy and gray are the most conservative colors. Solids are preferable to patterns.
- The skirt should be no higher than at the knee.
- Wear a blouse or button up shirt. Tank tops and camisoles are too casual. Avoid low cut shirts.
- Shoes should be closed toe, closed heel.

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- Pantyhose should be a neutral tone.
- Simple earrings, necklace, bracelet and basic watch are appropriate. Do not wear large hoop or chandelier style earrings. Remove nose, tongue, eyebrow rings and multiple earrings.
- No perfume.
- Nails should not be too long and if polished, in a neutral shade.

Men

- Suit should be a well-tailored pinstripe or plain wool in navy or gray.
- Select a tasteful tie. Do not wear large prints or anything flashy. No bow ties.
- Wear a plain, light-colored shirt.
- Shoes should be polished with socks that complement the suit.
- Do not wear anything more than a simple watch and wedding band.
- Hair should be neatly cut and styled.
- Beards and mustaches should be trimmed.
- No cologne.

5. Know Yourself

Take some time to think critically about your strengths and weaknesses and be ready to discuss both.

- Consciously evaluate and assess credentials and be able to articulate your qualifications and skills.
- Review common interviewing questions (below) and prepare clear, concise responses to each. (Make sure your responses do not sound too rehearsed.)
- Know your resume and be prepared to discuss every line. (This includes your undergraduate thesis, Legal Methods memo and law school note.)
- Think about why you want to be lawyer and be prepared to demonstrate how your personal experiences relate to that decision.
- Think about why you want to work with the employer. Relate your decision to a personal experience or specific case you know that the employer is working on that you think you would enjoy. Demonstrate that you have researched your employer and understand the specifics of their practice area(s).
- Prepare a list of questions that you would like to ask of the interviewer. It is never a good response to say “I think you have answered all of my questions.”

6. Materials to Bring to the Interview

- Copies of your resume
- An unofficial transcript
- A writing sample
- A list of references

7. Things to Do Right Before the Interview

- Check personal appearance.
- Turn off your cell phone.
- Arrive ten minutes early (if you are late, explain quickly, apologize once and move on – do not dwell on your late arrival.)

8. During the Interview

A. Establishing a Rapport

You must establish a good rapport at the onset of the interview. This creates an atmosphere in which information is exchanged easily and freely; facilitates trust; and promotes and sustains the interviewer's positive reaction to the applicant's personality and credentials.

Ways to establish a good rapport:

- Greet interviewer with a firm handshake.
- Speak professionally.
- Maintain a friendly, sincere demeanor.
- Maintain good eye contact.
- Use a conversational tone.
- Listen attentively and sit up straight.
- Exhibit enthusiasm and energy.

Rapport is easily lost by incorrectly addressing the interviewer (use Mr./Ms. or Your Honor), not maintaining eye contact, by communicating disinterest or by totally consuming the conversation.

B. Conversation

During the interview you want to convey to the employer that you are confident and mature and that you have an appreciation for hard work, have good judgment and are trustworthy. Additionally, you want to let an employer know that you have a positive attitude, are enthusiastic, and desire an opportunity to develop your legal skills. Remember to answer all questions thoughtfully. Take time to organize your thoughts before answering a question. Try to lead the discussion towards points of strength and avoid talking about weaknesses and limitations. Do this by finding appropriate moments to interject positive information about your skills and abilities. (This is essential if the interviewer is not allowing you ample opportunity to fully describe your credentials and value to the organization.)

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Do not forget to ask questions. Here are some examples of questions to ask interviewers:

- What type of work do you do?
- How long have you been with this organization?
- What made you decide to join this organization?
- Describe the firm and the people who work here?
- What distinguishes this organization from others?
- Describe the organizational structure? How are policies determined?
- How does this firm/organization determine what type of work an associate is assigned?
- How is the work supervised?
- How are evaluations of work communicated to the new attorney?
- Are there any formal training programs?
- Does the firm/organization require its attorneys to specialize?
- How soon does a new attorney have direct client contact?
- What are the criteria for advancement?
- In what departments has the firm experienced the greatest growth in the past five or ten years?
- What are the firm's expectations for future growth?

There are also areas to avoid during an interview. It is not advisable to speak disparagingly about your previous employer or law school. If asked about why you chose Drexel, do not speak disparagingly about other law schools – you never know who your employer is married to, related to or friends with. Do not be defensive or apologetic. Do not use profanity, even if the interviewer does!

C. Closing

At the end of the interview thank the interviewer for her time and convey to her that you enjoyed meeting her and learning more about the position. Ask the interviewer what the next step in the process will be and when you can expect to hear from her.

9. After the Interview: Thank You Letters

Remember to send a thank you note within 24 hours of the interview. (Emails are appropriate only if you have had email contact prior to the interview.) Thank you notes are not necessary after screening interviews arranged through the On-Campus Interviewing program, but are essential after call-back interviews and interviews resulting from direct inquiries or resume collections. Remember to include something specific to your interview (“I really enjoyed speaking with you about...”) and reaffirm your desire to work with that employer.

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Common Interview Questions for the Legal Profession

1. Tell me about yourself.
2. Why are you interested in this firm? (or other organization)
3. What interests you most about this organization?
4. What are you looking for in a law firm? (or other organization)
5. What are your strengths/weaknesses?
6. What type of law are you interested in practicing?
7. What do you enjoy doing outside of work?
8. What is your connection to this city? Why do you want to work in this city?
9. What led you to law school? Why did you choose Drexel?
10. What have you liked most/least about law school? What are your favorite classes?
11. How has law school been different from what you expected?
12. What do you picture yourself doing in ten years?
13. Are you interested in community service?
14. What achievements do you look back on with pride and why?
15. What applicable courses have you taken?
16. How are you doing in law school?
17. Why is there a gap in your resume?
18. What qualities do you have that will make you a successful lawyer?
19. Why do you think you would be a good fit for our organization?
20. What is the greatest obstacle that you have overcome in your life/career?
21. What is the most difficult decision you have ever had to make?
22. Does your law school have journal publications? Why are you not a member?
23. How much significance do you think we should attach to your GPA and class rank?
24. Under what conditions do you work most effectively?
25. What are your salary expectations?
26. Why did you decide to return to school after working for a few years?

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27. Why did you leave your previous profession?