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LETTER FROM THE EXECUTIVE DIRECTOR

Dear Law Students:

I want to congratulate you on your decision to utilize the services of the Career Center. By becoming an active member of the Career Planning Center (CPC) at Valpo Law, you will position yourself to become more competitive in the marketplace. The Career Planning Center is a significant resource that can provide you with the information needed to pursue a rewarding and successful career in your chosen field.

Finding your career path in the legal profession can be both a challenging and enriching process. I encourage you to utilize every service and resource available to you through CPC. If you have any questions, or need additional information, please feel free to contact us at: (219) 465-7814.

Sincerely,



Christine R. Corral, Ph.D.

Executive Director, Career Planning Center



Career Planning Center Information

Career Planning Center Resources

[Valparaiso Law's Career Planning Center \(CPC\)](#) staff assists students and alumni in making satisfying and informed career decisions, setting realistic goals, and creating opportunities to meet those goals. The practical decision-making and job-search strategies we share will serve you throughout your life.

Consultations

CPC staff are available to meet individually with enrolled students and degreed alumni to assist with all aspects of career development and the job-search process. Individual consultations include, but are not limited to, developing job-search strategies and techniques, targeting career plans and interests, conducting career assessments, and applying to sit for the bar exam.

Events and Programs

The CPC sponsors a variety of formal and informal networking events throughout the year, each designed to connect students with alumni and potential employers and to sharpen networking and interviewing skills. In addition, the CPC sponsors renowned speakers who visit the campus to share advice and help students navigate their job search. Valparaiso Law students may also participate in career events and programs across the United States.

Experiential Education

Externships

Externship programs provide students with an opportunity to perform legal research and writing and to work closely with attorneys, prosecutors, public defenders, government agencies, legal services, and state and federal judges. Many externship programs are available to upper division students. Details about the externship program are found in Law 725-832-A in the course description section of the bulletin. Students are welcome to contact the director of experiential education in CPC with any questions. Open positions are posted in the CPC database each semester.

Internships

Following the first semester of the 1L year, students are encouraged to meet with CPC staff to prepare their career strategies and legal resumes. Employers seek students for paid clerkships/internships during the school



year and over the summer break. These opportunities are posted in the CPC database and include local, regional, national and international opportunities.

Pro Bono Administration

Valparaiso Law students must complete a pro bono requirement of 40 hours and attend a pro bono plenary session in order to graduate. Full-time students may participate after completion of the 1L year and part-time students upon completion of 30 credit hours. Prior to beginning a pro bono project, all students must obtain worksite approval from the CPC and must work under the supervision of a licensed attorney.

Document and Resource Library

In addition to its office library, the CPC's online Document and Resource Library is available at www.valpolaw.net/cpc. Username and password are *valpolaw* and *careers*.

Strategy Career Services Management System

The CPC's online recruiting and networking portal, Strategy, is your information clearinghouse for upcoming events, seminars, programs, on-campus interviews, and employment listings. Students can also upload resumes, cover letters, transcripts, and writing samples to Strategy for review by potential employers. Strategy usernames and passwords are distributed after the first week of classes; then students may access Strategy at <https://www.myinterfase.com/valpolaw/student/>.

Connecting with CPC

We look forward to making your acquaintance! To schedule a consultation, please visit the CPC suite, located in room 125, or call (219) 465-7814. To view a calendar of upcoming events, log on to Strategy, and click on "Events."

Per National Association for Legal Professionals regulations, these services are available to first-year students after November 1.

CAREER PLANNING CENTER | VALPARAISO UNIVERSITY SCHOOL OF LAW

656 S. GREENWICH ST. | WESEMANN HALL | VALPARAISO, IN 46383

Careerplanning.Law@valpo.edu | Tel: (219) 465-7814 | Fax: (219) 465-7914

www.valpo.edu/law/careers



Career Strategy Timelines

1L Timeline

September:

- Attend CPC networking presentation
- Begin compiling list of networking contacts
- Research membership in Bar Associations, student organizations, and professional associations
- Begin researching potential employers and alumni for networking purposes
- Start career search self-analysis
- Focus on earning good grades throughout the academic year
- Read weekly e-mail updates from the CPC
- Determine whether the state in which you plan to take the bar examination requires registration of law students by accessing the National Conferences of Bar Examiners website at <http://www.ncbex.org/bar-admissions/offices>

October:

- Attend Professional Development Day: The CPC hosts Professional Development Day specifically for first year student. Keynote speaker Kimm Alayne Walton who is the author of *Guerilla Tactics for Getting the Legal Job of Your Dreams* will discuss job search strategy. You will have the opportunity to interact with nearly forty alumni and learn job search lessons from a panel comprised of 2L and 3L students.
- Attend Job Search Correspondence Workshop and Orientation to the CPC
- Attend CPC resume and cover letter workshop in Legal Research class and complete assignments
- Join and attend student organization and Bar Association events
- Schedule Career Counseling Session with Career Advisor for after November 1st. You must view the following presentations prior to scheduling your appointment: Networking, Resume Drafting and CPC Orientation. Podcasts are available via the CPC website: www.valpo.edu/law/careers

November:

- Meet with CPC career advisor for your initial personalized career counseling session
- Upload your resume to Strategy and check job postings frequently
- Participate in events and activities to expand your network
- Begin contacting your network and schedule informational interviews



- Research paid summer internship opportunities with Chicago organizations through the Public Interest Law Institute (<http://www.pili-law.org/internships.htm>).
- Begin monitoring the Government Honors and Internship Handbook for summer opportunities with the federal government (<http://www.law.arizona.edu/career/honorshandbook.cfm>)
- Attend networking events such as the “Meet the Public Interest Employers Reception” hosted by Valparaiso University School of Law and other Chicago-area law schools at Loyola Law School on November 5. Check Strategy for details.
- Research law firms on www.nalpdirectory.com and www.martindale.com

December:

- Meet with CPC career advisor for your initial career counseling session if you have not already done so in November.
- Apply to potential employers for summer clerking opportunities
- Schedule informational interviews and job interviews during winter break
- Continue to network with potential employers and alumni
- Register and research public interest employers on www.pslawnet.org
- Register to attend the Midwest Public Interest Law Conference hosted by Valparaiso University School of Law and other Chicago area law schools at Northwestern Law School
- Check Strategy for updated job postings and career development activities each week
- Review spring calendar of events for Bar Associations, professional associations, and student associations

January:

- Continue to monitor Strategy for career development activities, job fairs, and CPC workshops
- Update resume to include fall term GPA, class rank, class mean and class median if you are in the top 50%
- Bid for spring term on-campus interviews (OCIs) for internships and externships
- **Apply through Strategy for externship opportunities for the upcoming summer and next academic year**
- Continue contacting potential employers for both paid and non-paid summer opportunities (small and medium firms, legal aid organizations, state, local and government employers)
- Commit to attend Bar Association, professional association, and student organization events



February:

- Attend the Midwest Public Interest Law Conference hosted by Valparaiso University School of Law and other Chicago area law schools at Northwestern Law School.
- **Sign up for and participate in the Mock Interview Program hosted by the CPC**
- Bid for spring term on campus interviews for internships and externships
- Schedule informational interview and job interviews during Spring Break
- Connect with public interest employers for non-paid summer internship position and apply for the Summer Public Interest Scholarship
- Continue to attend networking events

March:

- Continue contacting potential employers for both paid and non-paid summer opportunities
- **Apply in Strategy for externship opportunities for summer and next academic year**
- Complete application for Summer Public Interest Scholarship if working without pay in the public sector for the summer.
- Contact employers from Pro Bono opportunities list regarding summer pro bono project (Full-time students are eligible to complete pro bono requirement after 1L year. Part-time students are eligible after completing 30 credit hours)

April/May:

- Continue contacting potential employers and monitoring Strategy for career development opportunities, externship opportunities, job postings, and job fairs
- **Moot Court tryouts**
- **Law Review research packages distributed**
- Continue monitoring Strategy for job fairs

June/July:

- Make the most of your summer by expanding your network and actively engaging in networking events
- Perform Pro Bono work to build your legal resume
- Update your resume to include summer employment; send to CPC for review
- Prepare mailings for large firms who begin accepting resumes on August 1
- Read all e-mails from the Career Planning Center regarding upcoming events hosted before or soon after school begins and On-Campus Interviews (OCI).



August:

- **Conduct mock interview with specialists in CPC**
- Research large firms and OCI employers, send resumes and cover letters to non-OCI employers
- OCI interview bidding and resume submissions begin for September interviews
- Make appointment with CPC career advisor to begin planning for 2L year
- Monitor Strategy on a weekly basis



2L Career Strategy Timeline

September:

- Continue compiling list of networking contacts
- Research membership in Bar Associations, student organizations, and professional associations
- Continue researching potential employers and alumni for networking purposes
- Continue career search self analysis and develop concrete career development goals
- Focus on earning good grades throughout the academic year
- Attend Government Employment Expo at John Marshall Law School
- Begin monitoring the Government Honors and Internship Handbook for summer opportunities with the federal government (<http://www.law.arizona.edu/career/honorshandbook.cfm>)
- Upload your revised resume and monitor Strategy for upcoming job fairs, job opportunities and networking opportunities
- Register to attend Equal Justice Works Conference in Washington, DC
- Read Career Planning Center's Weekly e-mails throughout the year
- Determine whether the State you plan to take the bar examination requires registration of law students by accessing the National Conference of Bar Examiners website at <http://www.ncbex.org/bar-admissions/offices>

October:

- Attend Professional Development Day for networking purposes
- Join and attend Student Organization and Bar Association events
- Attend Equal Justice Works Conference in Washington, DC
- Participate in Pro Bono Celebration activities
- Attend Bar Requirement and Bar Preparation Workshop in person or view podcast
- Research paid summer internship opportunities with Chicago organizations through the Public Interest Law Institute (<http://www.pili-law.org/internships.htm>)
- Continue to monitor the Government Honors and Internship Handbook for summer opportunities with the federal government (<http://www.law.arizona.edu/career/honorshandbook.cfm>)
- Schedule an appointment with CPC Career Advisor



November:

- Meet with CPC Career Advisor for your initial personalized career advising session
- Upload resume to Strategy and check job postings at least every week
- Participate in events and activities to expand your network
- Continue contacting your network and schedule informational interviews
- Attend networking events such as the “Meet the Public Interest Employers Reception” hosted by Valparaiso University School of Law and other Chicago area law schools at Loyola Law School on November 5. Check Strategy for details.
- Research law firms on www.nalpdirectory.com and www.martindale.com
- Line up pro bono and volunteer opportunities over winter break to build resume

December:

- Apply to potential employers for summer clerking opportunities
- Schedule informational interviews and job interviews for over winter break
- Continue to network with potential employers and alumni
- Register and research public interest employers on www.pslawnet.org
- Check Strategy for updated posting of jobs and career development activities each week
- Review spring calendar of events for Bar Associations, professional associations and student organizations
- Attend the Midwest Public Interest Law Conference hosted by Valparaiso University School of Law and other Chicago area law schools at Northwestern Law School.

January:

- Continue to monitor Strategy for career development activities, job fairs and CPC workshops
- Update resume to include GPA, class rank, class mean and class median if you are in the top 50%
- Bid for Spring OCI interviews for internships and externships
- Apply through Strategy for externship opportunities for the upcoming summer and next academic year
- Continue contacting potential employers for both paid and non-paid summer opportunities (small and medium firms, legal aid organizations, state, local and government employers)
- Commit to attend Bar Association, Professional Association and Student Organization events
- Attend Practice Tracks hosted by Valparaiso University School of Law and other Chicago area law school at Chicago Bar Association
- Line up pro bono work over Spring Break



February:

- Attend the Midwest Public Interest Law Conference
- Sign up for and participate in the Mock Interview Program hosted by the CPC
- Bid for Spring OCI Interviews for internships and externships
- Schedule informational interview and job interviews for Spring Break
- Connect with public interest employers for non-paid summer internship position and apply for the Summer Public Interest Scholarship
- Continue to attend networking events
- Perform pro bono work over Spring Break
- Attend Bar Requirement and Bar Preparation Workshop in person or view podcast

March:

- Continue contacting potential employers for both paid and non-paid summer opportunities
- Apply through Strategy for externship opportunities for summer and next academic year
- Complete application for Summer Public Interest Scholarship if working without pay in the public sector for the summer

April/May:

- Continue contacting potential employers and monitoring Strategy for career development opportunities
- Continue monitoring Strategy for externship opportunities, job postings, and job fairs

June/July:

- Make the most of your summer by continuing to expand your network and actively engage in networking events
- Perform pro bono work to build your legal resume
- Update your resume to include summer employment; send to CPC for review
- Prepare mailings for large firms who begin accepting resumes August 1
- Read all e-mails from the Career Planning Center regarding upcoming events hosted prior to or soon after school begins and On-Campus Interviews (OCI).
- Schedule an appointment with a career advisor if you are interested in Federal or State Judicial Clerkships after graduation



August:

- Research large firms and OCI employers, send resumes and cover letters to non-OCI employers
- OCI interview bidding and resume submissions begin for September interviews
- Make appointment with CPC Career Advisor to begin planning for 3L year
- Continue to monitor Strategy on a weekly basis
- Contact the CPC to schedule a mock interview
- Apply for post graduation opportunities through the Department of Justice Attorney General's Honors Program at www.doj.gov if you meet the programs minimum requirements



3L Career Strategy Timeline

September:

- Continue compiling list of networking contacts
- Research membership in Bar Associations, student organizations, and professional associations
- Continue researching potential employers and alumni for networking purposes
- Continue career search self analysis and develop concrete career development goals
- Update your resume
- Focus on earning good grades throughout the academic year
- Attend Government Employment Expo at John Marshall Law School
- Monitor the Government Honors and Internship Handbook for opportunities with the federal government (<http://www.law.arizona.edu/career/honorshandbook.cfm>)
- Upload your revised resume and monitor Strategy for upcoming job fairs, job opportunities and networking opportunities
- Read Career Planning Center's Weekly e-mails throughout the year
- Register to attend Equal Justice Works Conference in Washington, DC
- Register to take Multi State Professional Responsibility Exam in November (if MPRE is required by your jurisdiction) by accessing <http://www.act.org/mpre>
- Register for a Bar Examination Review Course
- Visit the National Conference of Bar Examiners website at <http://www.ncbex.org/bar-admissions/offices> to determine application requirements and deadlines for your State's bar examination

October:

- Attend Professional Development Day for networking purposes
- Join and attend Bar Associations, student organizations, and professional associations
- Attend Equal Justice Works Conference in Washington, DC
- Participate in Pro Bono Celebration activities
- Attend Bar Requirement and Bar Preparation Workshop in person or view podcast
- Continue to monitor the Government Honors and Internship Handbook for summer opportunities with the federal government (<http://www.law.arizona.edu/career/honorshandbook.cfm>)
- Schedule a career advising appointment with a CPC Career Advisor



November:

- Upload resume to Strategy and check job postings at least every week
- Participate in events and activities to expand your network
- Continue contacting your network and schedule informational interviews
- Attend networking events such as the “Meet the Public Interest Employers Reception” hosted by Valparaiso University School of Law and other Chicago area law schools at Loyola Law School on November 5. Check Strategy for details.
- Research law firms on www.nalpdirectory.com and www.martindale.com
- Line up pro bono and volunteer opportunities over winter break to build resume
- Take Multi State Professional Responsibility Exam (if MPRE is required by your jurisdiction)

December:

- Apply to potential employers for summer clerking opportunities
- Schedule informational interviews and job interviews for over winter break
- Continue to network with potential employers and alumni
- Register and research public interest employers on www.pslawnet.org
- Check Strategy for updated posting of jobs and career development activities each week
- Review Spring calendar of events for Bar Associations, professional associations and student organizations
- Register to attend the Midwest Public Interest Law Conference hosted by Valparaiso University School of Law and other Chicago area law schools at Northwestern Law School
- Register to take Multi Professional Responsibility Exam if not successful in November (if MPRE is required by your jurisdiction)
- Visit the National Conference of Bar Examiners website at <http://www.ncbex.org/bar-admissions/offices> to determine application requirements and deadlines for your State’s bar examination

January:

- Continue to monitor Strategy for career development activities, job fairs and CPC workshops
- Update resume to include GPA, class rank, class mean and class median if you are in the top 50%
- Bid for Spring OCI interviews for internships and externships
- Apply through Strategy for externship opportunities for the upcoming summer and next academic year
- Continue contacting potential employers for both paid and non-paid summer opportunities (small and medium firms, legal aid organizations, state, local and government employers)
- Commit to attend Bar Association, Professional Association and Student Organization events
- Attend Practice Tracks hosted by Valparaiso University School of Law and other Chicago area law school at Chicago Bar Association



- Line up pro bono work over Spring Break

February:

- Attend the Midwest Public Interest Law Conference
- Sign up for and participate in the Mock Interview Program hosted by the CPC
- Bid for Spring OCI Interviews for internships and externships
- Schedule informational interview and job interviews for Spring Break
- Connect with public interest employers for non-paid summer internship position and apply for the Summer Public Interest Scholarship
- Continue to attend networking events
- Perform pro bono work over Spring Break
- Attend Bar Requirement and Bar Preparation Workshop in person or view podcast

March:

- Continue contacting potential employers for both paid and non-paid summer opportunities
- Apply through Strategy for externship opportunities for summer and next academic year
- Complete application for Summer Public Interest Scholarship if working without pay in the public sector for the summer

April/May:

- Continue contacting potential employers and monitoring Strategy for career development opportunities
- Continue monitoring Strategy for externship opportunities, job postings, and job fairs
- Update Career Planning Center on your employment status

June/July:

- Make the most of your summer by continuing to expand your network and actively engage in networking events
- Study and sit for your State's Bar Examination

August:

- Schedule an alumni career advising appointment with CPC Career Advisor to have job search questions answered
- Continue to monitor Strategy on a weekly basis
- Review Alumni Job Search Checklist and Web Resources
- Update the CPC on your employment status



Networking

Networking is the process by which one builds a chain of contacts and becomes known in professional or social settings to people who can provide information about job openings, leads, or contact names.

Networking is essential when you are looking for employment. Valpo Law employment surveys consistently show networking referrals as a top source in securing a job after graduation.

Building Your Network

Who is in your network?

As you may know by now, you have already developed a network. Your network consists of everyone you know and everyone they know. You have relatives, friends, neighbors, professors (law and undergraduate) and acquaintances. Since you are likely most comfortable with these relationships, they are a good place to start working (and expanding) your network.

Other resources to consider are:

- Career Planning Center
- Alumni of your law school
- Alumni of your undergraduate institution
- Professors
- Teaching Assistants
- Classmates
- Ex-employers – Non-legal and Legal
- Co-workers and customers from old jobs
- High school friends/teachers
- Undergraduate friends, roommates, and professors
- Every service person you know including doctor, dentist, hairdresser/barber, insurance agent, real estate agent, garbage collector, postal worker, etc.
- People from church or temple
- People from the bus, train, or subway
- People from your Christmas or holiday card list
- People you regularly see at the store, gym, or local bar/pub
- Interviewers from employers who rejected you
- Casual contacts at weddings, picnics, parties, etc.



How to expand your network

Other resources for expanding your network include:

- Publishing an article on an area of law that interests you or a practitioner that interests you
- Volunteering to do a research project for a law firm or work as a research assistant
- Volunteering for certain activities, such as participating in local bar association events, helping to run Continuing Legal Education (CLE) classes, helping with law school receptions, externing for a local judge or taking a non-paying position that allows you to gain experience in your chosen career
- Attending seminars and receptions, reading local bar newsletters and journals, or taking CLE classes (most states require attorneys to attend CLE classes to maintain their licenses and CLE classes are usually practice area specific)
- Joining a bar association in the city or state where you plan to practice. You will also receive newsletters and other communications from the bar association. Also, attend events when you are in the area.

How to keep track of your network

Your network will be more useful to you if you keep your list of contacts and contact information organized and updated. Consider setting up a spreadsheet that lists your contact name, address, and e-mail information. Be sure to record what information you learned about the contact, whether personal or business related. Also, record the day you met or spoke with the contact, whether you spoke in person or on the phone, and most importantly, what other contacts you learned about. The spreadsheet will allow you to document each and every conversation you have with a particular contact and correspondence sent back and forth. One way to kill your networking effort is to send two letters to the same person by accident!



The Informational Interview

Overview

Once you have established your network, you need to initiate and maintain contact with these individuals. Your initial conversation with a contact should be for **informational purposes only**. Remember that when you ask for an informational interview you are asking for information, not a job.

The structure of an informational interview

The recommended format for an informational interview is:

- Extend appreciation for the person's time
- Provide a brief summary of your background
- Explain what, why, and where you are looking for a job
- Ask for the contact's input in your job search
- Ask for referrals (names of other suggested contacts)
- Send a thank you letter

Informational Interview Questions

Practice Area

- What is the nature of your practice?
- How would you describe your work?
- What do you do in a typical day?
- What issues are becoming increasingly important in your area?
- What skills are needed to be successful in this area?
- What was the most interesting case you have worked on in the past year?
- What amount of time do you spend outside your office (in court, with clients, making presentations, other)?
- What do you most enjoy about your job?
- What advice would you give a law student who wanted to work at your firm or practice in your area of law?



- What coursework would you suggest to someone interested in this field?
- What types of summer experiences would be helpful to pursue this career path?
- What postgraduate experiences would you suggest for someone interested in this practice area?
- What other types of employers engage in this practice area?
- Would you recommend that I contact anyone else for more information?
- Would you mind taking a look at my resume? (only ask if interview is going well)

Practice Setting

- What do you like or not like about your practice setting?
- How long have you been in this practice setting?
- Why did you choose this practice setting?
- What has been your career path up until now?
- When in the calendar year does your type of employer typically hire?
- What types of credentials are typically sought for your type of position within an organization similar to your own?
- If a nontraditional setting, what qualities should a lawyer emphasize to this type of employer?



The Cover Letter

Steps to Writing a Cover Letter

Research, research, research!

Conducting research about who you are going to be sending your resume and cover letter to is imperative. You will use this information in your cover letter to communicate effectively with the employer.

Determine which letter to send

Personal letter: you have either met the person you are writing to, or someone else told you to write this person a letter; this is by far the most powerful type of letter and you will usually get a response every time.

Targeted mailer: you heavily researched a few employers at a time and send them very distinctive letters; these are not as good as a personal letter, but they are effective.

Mass mailer: you send hundreds of the same letter to legal employers and use a mail merge to change the name and address on each letter, but these letters are highly discouraged.

Personalize letters to every employer

Why? All employers have different needs, qualifications, missions, values, etc. Be sure to customize and personalize your cover letter to cater to these individualities. By doing so, you further add uniqueness to your application and make yourself more competitive in the applicant pool.

Keep in mind

A cover letter should never be more than one page long; print it on the same high quality bond paper as your resume.



Content

Contact Person

Address your cover letter to an individual within the hiring organization. If possible, target a person who would benefit from your contributions and who has the authority to either interview you or hire you. Contact information should be available via the Internet, a personal contact, a job listing, an employer's NALP form, or an employer's web site. If a name is unavailable, call the employer and ask the receptionist for a hiring contact. Never address a cover letter "To Whom It May Concern," or "Dear Hiring Manager."

First Paragraph

Make it simple and concise. In your initial paragraph, state the reason for the letter, name the specific position (e.g. a summer associate position, an internship) for which you are applying, and, when applicable, indicate how you learned of the position (Career Planning Center, media, friend, job posting). If a friend, colleague or contact specifically has recommended that you write to a person, be sure to indicate this at the beginning of the letter (e.g. "Person X suggested that I send you my resume.").

Try to establish a link between yourself and the employer, such as knowledge of the practice (gained from reading a resume, Internet research, a previously conducted informational interview, or another source), or an established connection or interest in the city. This will help the employer know that you are committed to moving to the job location.

Second Paragraph

Indicate why you are interested in the employer and what you can bring to the position (practical work experience, specific achievements, or a unique background). You should call attention to your strengths without repeating the same information found on your resume. Be careful to emphasize how you can help the employer rather than how the employer can help you. Try to answer the question the employers ask themselves as they read your letter: "Why should I hire this person?" As you highlight your achievements, accomplishments, etc., be sure to back up those statements with examples in the next sentence or two and make direct connection to the job description, firm or company, and the mission or philosophy statement.

Cover letters to public interest employers can be more personal (i.e. discuss personal reasons why you are interested in the employer) than cover letters to firms or businesses.



Closing Paragraph

In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Conclude your letter with a statement which will encourage a response. State that you will call on a certain date to inquire about the possibility of arranging an interview. Then make a note to yourself and be sure to follow up in two weeks if you have not received a reply. If you can get through to the recipient on the phone, it is much more difficult for that person to turn you down. It also shows your initiative and commitment. You might also ask if the employer will be recruiting in your area or if additional information or references are needed. If you are looking for a job in another state, try to plan a trip to the area to meet with employers. State that you will be in the city where the employer is located on a certain date and would like to set up an interview. The easier you make it for an employer to interview you, the greater likelihood that they will do so.

Summary

DO:

- Proofread to eliminate typos & grammatical errors
- Format to three or four paragraphs
- Include the name of referral contact (if applicable) in first paragraph
- Keep verb usage in similar and correct tense, preferably active verbs
- Convey to employer how you can help them, not vice versa
- Use 11-12 point font with the same font type as your resume
- Use the same paper as your resume
- Write clearly and concisely
- Use the same heading as your resume

DON'T:

- Give personal details (age, marital status, etc.)
- Exaggerate or falsify information
- Use abbreviations of firm's name, unless the firm itself utilizes the abbreviation
- Brag; rather, prove any claim you make with regard to work performance
- List salary unless requested by employer
- Discuss your skills, achievements, etc., without providing examples



The Thank You Note

Content

Like your cover letters, thank you notes should be concise and focused. They should contain only two or three paragraphs. You should try to address the following:

- The position for which you interviewed
- The date of your interview
- Express appreciation for the interviewer's time and consideration
- Mention something you discussed during your interview (e.g. "I was interested to learn that Howard, Howard & Fine is expanding its corporate litigation department.") This shows prospective employers that you were actively listening during the interview.

If you interviewed with more than one person, send a letter to all persons with whom you met. Do not send identical notes to each person. Personalize each by mentioning something from the conversation you had with that specific person. Send individual letters in separate, individually addressed envelopes. Always make sure you have the correct spelling and titles for each individual. If you are unsure of any names, titles, etc. call the employer's office and ask the receptionist for this information. Finally, restate your interest in the position or company and make it a point to tell the person how you will be following through.

Timing

Thank you notes should be sent within 24 to 48 hours after the interview. You can send a typed letter via regular mail. Use of e-mail or hand written notes should be done on a case by case basis. Stop by the CPC for guidance. Thank you notes should be printed on the same high quality bond paper as your resume and sent in a matching envelope.



The Resume

Overview

Your resume is one of the most important marketing tools you will use during your job search. It serves as an introduction to a potential employer and is an advertisement of your qualifications which you are trying to sell to the employer. However, it cannot tell the whole story about you; only you can do that during your interview. What the resume can and should do is highlight your strengths and background in a way that will convince a prospective employer to take a closer look at you. Remember, you are entering the practice of law; give an employer the important facts and a summary of your transferable skills.

First, your resume must make it past the initial review. Your resume will be examined for content, professionalism, organization, aesthetic appearance, concise terminology, writing style, and spelling. Be sure to proofread your resume carefully! Do not rely upon spell and grammar check.

Remember that everything included on your resume could become a topic of conversation during an interview. Therefore, prepare your resume with the utmost care. Employers generally review your resume prior to an interview and have done their homework. Be ready to offer added insight into your capabilities and examples of your strengths.

Before Getting Started

Ethical responsibility and professionalism

In a competitive market and a profession bound by a code of ethics, temptations to exaggerate one's credentials naturally occur. The best advice we can give you is "don't." Be ethical and practical at all times. Every piece of information that you put on a resume can be verified. Moreover, if you are asked during an interview about an activity or job listed on your resume and you cannot back it up with substantive details, you will look like you were merely trying to pad your resume. Students are cautioned to avoid even the appearance of impropriety in preparing their resumes and cover letters.



Before getting started

Before you begin your job search and drafting your resume, you will want to spend some time self-assessing. Self-Assessment is the process of analyzing your values, interests, personality, and skills, and it is critical. If you go through self-assessment before actively moving into your job search, you will find your search more focused and effective.

Format

Prospective employers typically will take only 10 to 20 seconds to look at your resume. Thus, you should arrange your resume to allow employers to form a favorable impression of you from merely a quick glance. The use of white space is important because it will allow the reader's eyes to be drawn to key words in your resume. Bullet points draw the reader's eyes to your various accomplishments. Be consistent in style, i.e., if you underline or italicize your title under one employer, be sure to do it for all jobs. Use short phrases rather than sentences – they are easier to digest and will allow you to use space more efficiently. Use action verbs and avoid the use of personal pronouns. Your resume should be one page only, unless you are a non-traditional student who has extensive experience.

Content

Name, address, phone number and e-mail address

This information should be placed prominently at the top of your resume. Make sure to include your e-mail address and remember to check your e-mail on a regular basis throughout your job search. If your school address is not your permanent address, you may want to consider having a version of your resume which lists two addresses: your school address and your permanent home address, particularly if you are applying to employers within your home state. Your name may be listed in a font 3-4 points larger than the rest of your resume.

Objective

No statement of objective is necessary on your resume. In fact, it is discouraged.

Education

Include basic information about schools attended, location of your school, major field(s) of study, degrees (received and/or anticipated with dates), and any honors or awards received, as well as any significant scholarships. Remember to list schools in reverse chronological order.



Grades

Only list your GPA if it is in your best interest. In other words, you should probably include your GPA if it is 3.0 or higher. Include it in both in your law school and undergraduate entries. If you have a strong upward trend in your grades from 1st year to 2nd year, you may want to emphasize that trend.

Honors and activities

Please note: it is critical that you get involved! Then, include your honors and activities below the appropriate school and degree information. Academic honors like *magna cum laude* are italicized because they are Latin. Foreign words are always italicized. Employers are very interested in any information that will set you apart from other students, whom they are considering. This is especially true if the information relates to law school performance.

Experience

Titling this section of your resume “Experience” rather than “Employment” allows the inclusion of relevant activities, which may not be actual employment, including volunteer positions, unpaid internships or externships, and other positions of responsibility. List your jobs in reverse chronological order, unless there is an obvious way to organize them differently.

References

References should not be listed on your resume.

References should be on a separate document and not attached to your resume. The standard number of references is three, though four is acceptable. The reference document should contain your name and contact information at the top as it appears on your resume. Then, list the names, addresses, telephone numbers, and e-mail addresses (if appropriate) of your references.

Useful action words for a resume

Accepted	Advanced	Assumed	Carried out
Accomplished	Advised	Attained	Catalogued
Accounted	Allocated	Audited	Chaired
Achieved	Analyzed	Authored	Classified
Acquired	Appraised	Authorized	Collected
Activated	Approved	Automated	Communicated
Adapted	Arranged	Balanced	Compared
Addressed	Assembled	Billed	Compiled
Adhered	Assigned	Budgeted	Completed
Administered	Assisted	Calculated	Composed



Useful action words for a resume (continued)

Computed	Conceived	Conceptualized	Conducted
Considered	Enlisted	Issued	Rectified
Consolidated	Established	Justified	Reduced
Continued	Evaluated	Launched	Referred
Contracted	Examined	Lectured	Regulated
Contributed	Executed	Maintained	Rehabilitated
Controlled	Exercise	Managed	Released
Cooperated	Expanded	Manipulated	Rendered
Coordinated	Expedited	Marketed	Repaired
Corrected	Explained	Measured	Reported
Corresponded	Extended	Mediated	Represented
Counseled	Extracted	Met with	Required
Created	Facilitated	Moderated	Researched
Critiqued	Familiarized	Modified	Resolved
Decided	Focused	Monitored	Restructured
Declared	Formulated	Motivated	Returned
Decreased	Functioned as	Negotiated	Reviewed
Defined	Furnished	Operated	Revised
Delegated	Generated	Orchestrated	Screened
Demonstrated	Grounded	Organized	Secured
Designed	Guided	Oversaw	Served (as/ on)
Determined	Handled	Participated	Serviced
Developed	Harmonized	Performed	Shaped
Devised	Identified	Persuaded	Solidified
Diagnosed	Illustrated	Planned	Solved
Directed	Implemented	Prepared	Specified
Disbursed	Improved	Presented	Stimulated
Dispatched	Increased	Presided	Strengthened
Distinguished	Indoctrinated	Prioritized	Submitted
Distributed	Influenced	Processed	Suggested
Diversified	Informed	Procured	Summarized
Documented	Initiated	Produced	Supervised
Drafted	Innovated	Programmed	Supplied
Edited	Inspected	Promoted	Surveyed
Educated	Installed	Proposed	Synthesized
Eliminated	Instigated	Provided	Systemized
Emended	Instructed	Publicized	Tabulated
Employed	Insured	Published	Tested
Enabled	Integrated	Qualified	Trained
Encouraged	Interpreted	Received	Transfer
Engaged	Interviewed	Recommended	Translated
Engineered	Introduced	Reconciled	Updated
Enhanced	Invented	Recorded	Upgraded
Enlarged	Investigated	Recruited	Wrote



Summary

DO:

- Have your resume reviewed by the CPC staff
- Use category headings - First, Education; second, Experience, both in reverse chronological order
- Include Header (no more than 2-3 points larger than resume font)
- Keep it to one page
- Add Interests if you have room
- Proof-read to eliminate all typos and grammatical errors
- Use outline format and bullets - one thought or duty to a line
- Use action verbs - begin each job description with one (present tense if still working with that employer, past tense if no longer)
- Be consistent with format, employer listing, dates, bold type, etc.
- List honors, academic scholarships and achievements below each school where achieved
- Print on quality laser printer, not inkjet
- Use good quality resume paper, at least 25% cotton
- Keep resume balanced, left to right, top to bottom, 1" margins

DON'T:

- Round your GPA; report only the accurate number listed on your transcript
- Use a font smaller than 11 point. Or larger than 14 point (Times New Roman is preferred)
- List Job Objective
- List job duties in narrative form
- Overload paper with copy
- List references
- Include personal photo
- Feel that you have to list every job you've ever worked at - pick only those that are most recent or have work experience which translates into transferable skills



Elizabeth S. Lawyer

100 Petition Drive
Valparaiso, Indiana 46383

219/555-9999
Elizabeth.Lawyer@valpo.edu

EDUCATION:

Valparaiso University School of Law, Valparaiso, Indiana

- Juris Doctor Candidate, May 2012
- GPA: 3.1/4.0
- Phi Alpha Delta Legal Fraternity
- Business Law Society
- Indiana State Bar Association, Student Member

Indiana University, Bloomington, Indiana

- Bachelor of Science, May 2009
- Major: Biology, Minor: Political Science
- GPA: 3.6/4.0
- Academic Scholarship Recipient
- Swim Team, Co-Captain
- Pre-Law Society

EXPERIENCE:

The Law Office of Joe Smith, Bloomington, Indiana

Legal Assistant, Summer 2009

- Researched legal topics such as child custody, garnishments, and wrongful arrest.
- Reviewed medical records and compiled medical summary.
- Filed pleadings with the Cass County Clerk of Court.
- Answered phones and scheduled client meetings and court hearings.

Cozy Inn Suites, Bloomington, Indiana

Banquet Room Leader, July 2007-April 2009

- Met with clients to confirm event organization and to review contract.
- Set up banquet rooms for groups ranging from thirty to two hundred individuals.
- Provided high quality customer service to guests.
- Recipient of Employee of the Month, January 2009.

VOLUNTEER EXPERIENCE:

- The Caring Place, Summer 2009
- Habitat for Humanity, Summer 2008
- Bloomington Soup Kitchen, Winter 2008

LANGUGAE SKILLS:

- Fluent in Spanish

BRIAN M. FIRSTYEAR

400 Greenwich Street
Valparaiso, Indiana 46383
219-555-5565

Brian.firstyear@valpo.edu

EDUCATION:

Valparaiso University School of Law, Valparaiso, Indiana
Juris Doctor Candidate, May 2012

- Scholarship Recipient
- Student Bar Association, IL Representative
- Sports and Entertainment Law Association
- Illinois Bar Association, Student Member

Loyola University, Chicago, Illinois
Bachelor of Science, May 2009

- Major: History Minor: Criminal Justice
- Dean's List
- Student Senate, Vice President
- Tennis Team, Co-Captain
- Recipient of Public Service Award

EXPERIENCE:

Smith & Jones Law Offices, Chicago, Illinois
Law Clerk, Summer 2009

- Investigated unfair labor practice charges
- Researched legal issues related to union grievances
- Analyzed discovery documents including Interrogatories and Request for Production
- Interviewed witnesses

Loyola Newspaper, Loyola University, Chicago, Illinois
Student Director, 2007-2009

- Wrote news releases on campus events
- Directed athletic statistical compilation
- Sold advertising to local business owners
- Managed staff of three student aides

City of Chicago, Chicago, Illinois
Lifeguard, Summers 2005-2007

- Earned lifeguard, CPR and water safety certifications
- Provided instruction during water safety classes
- Supervised Chicago Park District open swim sessions
- Cleaned pool before and after instructional classes

LAUREN LAWSTUDENT, CPA

400 Thornbury Drive
Valparaiso, Indiana 46383

(219) 555-1111
lauren.lawstudent@valpo.edu

EDUCATION

Valparaiso University School of Law, Valparaiso, IN

- Juris Doctor Candidate, May 2010
- GPA 3.1/4.0; Class Rank: Top 35%
- Legal Writing First Semester: A
- VU Student Judicial Board, Law School Representative
- Phi Alpha Delta Legal Fraternity, Executive Board

Southern Methodist University, Dallas, Texas

- B.B.A. Accounting, May 2002
- GPA 3.0/4.0
- Recipient of Excellence in Accounting Award
- Worked 20 hours a week throughout all four years of college

PROFESSIONAL EXPERIENCE

Porter County Superior Court, Valparaiso, Indiana

Judicial Extern, Judge William Alexia,

Spring Semester 2010

City of South Bend Legal Department, South Bend, Indiana

Pro Bono Law Clerk

Summer 2009-Present

- Research zoning and municipal law issues and draft memoranda
- Attend City Council and Board of Commissioners Meetings
- Serve citizens with Notice of Board of Zoning Meetings pursuant to statute

Price Waterhouse Coopers, South Bend, Indiana

Contract Accountant

Summer 2008

- Reconciled America Fund capital accounts per audited financial statements to DDT database
- Assisted in the preparation of a financial model to predict future realized gains and losses

Merck Pharmaceutical, Bell Weather, New Jersey

May 2006 – May 2008

Internal Auditor

- Performed financial and operational audits of Merck and its subsidiaries
- Drafted audit reports for distribution to Vice President of audited division
- Assisted the external auditors with the annual TADOS audit

USA Corp., San Diego, CA

May 2002 -May 2006

Senior Accountant

- Closed monthly books and generated financial statements of anytown.com
- Managed daily treasury activities and reconciled balance sheet accounts of citystreet.com
- Implemented accounts payable procedures and supervised accounts payable staff
- Prepared monthly and quarterly sales tax returns for all entities

Ronald Lawmaker

123 Penny Lane Strawberry Fields, IL 60000 847-555-111 ronald.lawmaker@valpo.edu

EDUCATION

Valparaiso University School of Law, Valparaiso, Indiana

- Juris Doctor Candidate, May 2010
- Jewish Law Student Union, President
- Lexis and Westlaw Certified
- New Orleans Public Defender's Office, Pro Bono Law Clerk

University of Iowa, Iowa City, Iowa

- Bachelor of Arts, May 2006
- Major in Spanish Literature, Minor in Political Science

LEGAL EXPERIENCE

Bombardier Motor Corporation of America, Sturtevant, Wisconsin

Summer Associate, June-August 2009

- Drafted legal documents including corporate contracts, waivers of liability, promissory notes, confidentiality agreements, service agreements, and consulting agreements.
- Assisted in-house counsel with due diligence in preparation for the sale of the Recreational Products Division and participated in corporate staff meetings

Environmental Protection Agency, Crown Point, Indiana

Legal Research Assistant, February-May 2009

- Researched environmental laws for EPA's National Beach Grant Program

Nineteenth Judicial Circuit, Waukegan, Illinois

Law Clerk, June-August 2008

- Researched laws and drafted memoranda on legal topics pending before the circuit court
- Observed criminal, civil and family court proceedings and discussed with presiding judge
- Drafted proposed orders for cases pending in the circuit court

Access Immigration Services, San Diego, California

Pro Bono Law Clerk, Spring Break 2008

- Assisted women in applying for work authorization under Violence Against Women Act
- Filed INS forms and assisted clients at their INS residency appointments

OTHER EXPERIENCE

Aeroambulancias, S.A., Quito, Ecuador

Intern, June-August 2007

- Assisted with the coordination of emergency medical flights in Ecuador and the Andean Region

Northern Illinois University, Office of International Training, DeKalb, Illinois

Latin American Programs Assistant, May 2006-June 2007

- Assisted with the formation of the Latin American Bankers Program

LANGUAGE SKILLS

Fluent in English and Spanish

Proficient in French

Clark K. Caselaw

999 North Michigan Avenue, Apt. B
Valparaiso, Indiana 46383

219/555-1212
clark.caselaw@valpo.edu

EDUCATION:

Valparaiso University School of Law, Valparaiso, Indiana

Juris Doctor Candidate, May 2010

- Class Rank: 7/140; G.P.A.: 3.6/4.0
- Executive Editor, Valparaiso University Law Review, Volume 37
- Valparaiso University Law Review, Note for Publication, Spring 2009, entitled “Where did all the Music Go? A look at the ringtone revolution.”
- Volunteer Income Tax Assistance Program

Purdue University, West Lafayette, Indiana

Bachelor of Science in Economics, May 2007

LEGAL EXPERIENCE:

Legal Intern Fall 2009-Present

Valparaiso University School of Law Mediation Clinic

- Discuss mediation process with opposing parties prior to mediation
- Mediate pending cases with supervision of licensed attorney

Summer Associate Summer 2009

Schiff, Hardin and Waite, Merrillville, Indiana

- Researched legal issues arising under the Indiana Public Service Act and the Federal Power Act
- Prepared pleadings with the Indiana Utility Regulatory Commission
- Analyze regulations to mergers and stock transactions between public utilities and companies

Extern Fall 2008

United States Attorney’s Office, Hammond, Indiana

- Drafted an appellate brief regarding reduced sentencing statute
- Appeared in federal court for status and sentencing hearings
- Assisted attorneys during both jury trials and bench trials

Law Clerk Summer 2008

Blachly, Tabor, Bozik and Hartman, Valparaiso, Indiana

- Drafted complaints, summary judgment motions, evidentiary pleadings and appellate briefs.
- Analyzed legal issues regarding, corporate law, trusts, family law and municipal representation.

PROFESSIONAL DEVELOPMENT:

- Corporate Law Lecture, American Bar Association, September 2009
Business Law Continuing Legal Education Seminar, Indiana Bar Association, May 2009

Interviewing

Overview

Types of interviews:

- Informational Interview
- Mock Interview
- First Interview
- Second or Call-Back Interview

Informational interviews

Informational interviews are conducted with employers before the actual cover letter and resume are sent out. They are an important tool for networking and creating professional contacts in order to pursue your career after law school.

Mock interviews

Mock interviews are important because they are a tool to help you hone your interviewing techniques. Mock interviews are held every August, usually during the first week of school, and again in the spring. Professionals are brought into the CPC in order to interview students as if the student is attending an actual interview. Professional dress is required and the interview is recorded so that the student may watch the tape in order to improve his or her interviewing technique. The interviewer generally spends 20 minutes interviewing the student and then 10 minutes providing feedback. Mock interviews are one of the most important tools that you can take advantage of while you are in law school and they are the least attended. Be sure to attend at least one mock interview while you are in school and preferably before you start interviewing for actual employment – you'll be glad you did.

First interviews

The first interview is probably the most daunting for a law student. The purpose of the first interview is to help the interviewer determine whether or not there is a good fit between you and the employer, and for the interviewee to acquire the information necessary to determine whether you would like to work there.



Preparing for the Interview

Know yourself

You need to do some self-examination when preparing for an interview. What do you have to offer that is relevant to the position specifically or employer in general? As you do this analysis, remember that interviewers will be evaluating you first, by whether you have the requisite skills and abilities to do the job and second, by whether you are the right kind of person (a good “fit”) with the firm. Traits that interviewers are usually looking for are intelligence, analytical skills, maturity, motivation, communication skills, professionalism, honesty and commitment.

Review your resume on a regular basis. Most of the questions you will be asked will be about the information contained on your resume. The more familiar you are with that information, the better your answers will be.

Research the employer

One factor that helps generate an employer’s interest in you is your demonstrated interest in the employer. Prior to an interview, you should thoroughly research the employer. Researching employers can be done quickly and easily on the Internet, and through Westlaw and Lexis. Some general information you can learn is: the size of the organization, practice areas, clients represented, and the firm’s philosophy or mission statement. Similar information may be obtained about corporations or public interest and government agencies. Demonstrating a genuine interest in an employer will make you stand out from the pack of interviewees who are simply looking for any job.

Research the interviewer

Researching the interviewer may not always be possible and is not as critical as researching the employer. However, obtaining information about your interviewer can give you an advantage. Some potentially helpful information such as their position, number of years with the firm, practice area, law and undergraduate schools attended, recent cases they were involved with, and general news about them can often be learned from the firm’s web site or other promotional material, from www.martindale.com, Lexis, and Westlaw. Knowing some of these details about your interviewer can help facilitate conversation.

The Protocol of Interviewing

Professional, conservative dress

Dress and appearance alone won’t secure a position, but an unprofessional, inappropriate or slovenly appearance can ensure that you will not get the job.



Arrive early

Above all else, never arrive late. Give yourself appropriate time to arrive in a timely fashion with consideration to things such as traffic and other unexpected circumstances. Arriving early will also give you time to compose yourself or duck into the restrooms to make sure some of your lunch isn't stuck between your teeth. You can also use this extra time to review your resume.

Always be prepared

Bring several extra copies of your resume, transcript, writing samples, and a printed list of references. You should bring these items even for call-back interviews. Although you should not take notes during the interview, you will likely receive information that you will want to remember following the interview (i.e. interviewer's name, points of conversation to mention in a thank you note). Bring a pen and a small notebook for this purpose.

Opening amenities

Generally, wait for the interviewer to offer a handshake and then give a firm handshake. Do not use an interviewer's first name unless she or he insists. Wait for the interviewer to sit before taking a seat.

Body language

Be aware of the signals you are sending through your body language. Nail biting, fidgeting with your hair, avoiding eye contact and other nervous mannerisms all detract from your presentation. You should sit up straight. Being relaxed shows confidence, but do not get too comfortable. You do not want to appear as though you are bored or uninterested. Positive body language includes a firm handshake, sustained eye contact, good posture, and voice quality.

Also, be aware of the interviewer's body language. It can tell you a great deal about what is of interest to the interviewer, if he or she is bored, or dislikes an answer, etc.

Control

Interview protocol dictates that the interviewer is in charge of the interview. His or her lead must be followed. Although the interviewer controls the flow of conversation, the interviewee controls the content by the way in which she or he responds to the questions. Be aware of the interviewer's body language.

Ending the interview

The interviewer is responsible for ending the interview so you don't have to worry about the time. At the end, be sure to make good eye contact and shake hands firmly. If the interviewer has not informed you of the next step in the hiring process or timing when you will hear back, you should inquire about this information before



you leave the interview. Also, remember to ask for the interviewer's business card. This is useful for writing your thank-you and for follow up interviews.

Rules of Engagement

DO:

- Know your resume and yourself. If you don't, none of these other rules will help!
- Listen carefully to each question and assume it is purposeful, no matter how innocuous it sounds. If a question seems ambiguous, ask for clarification
- Give concise answers to specific questions
- Take a few seconds to organize your thoughts before answering a question
- Prepare for negative questions. If you know that some aspect of your academic or professional history (i.e. poor grades, gaps on your work history) will likely be questioned, prepare a short answer that puts things in the best light. Do not dwell on negatives in an attempt to explain them
- Present yourself in an honest, forthright manner
- Try to get some idea of what the interviewer perceives as the necessary qualifications for the position early in the interview. Pay attention to the language used to describe these and utilize that language in presenting your background
- Make sure the interviewer knows that you are committed to moving to the area where the job is located. This is especially true if you don't have a reason to move to that area, i.e. you have no family or ties to the area
- Make sure you show a commitment to the employer you are interviewing with, i.e. make sure the employer knows that you want to be climbing the partner track (if it's a firm) at their firm (not just any firm)

DON'T:

- Arrive late
- Show up unprepared
- Fail to show enthusiasm
- Use negative body language
- Forget to talk about your strong points
- Mistake arrogance for self-confidence
- Mention more negatives than positives
- Assume you can or cannot get a job
- Take honesty to the point of foolhardiness
- Be defensive or apologetic
- Be intimidated by power
- Be overwhelmed by what you consider to be your Achilles' heel
- Let your guard down around young associates
- Talk down to administrative assistants such as secretaries or receptionists
- Express regret about your life and the choices made
- Express ambivalence about the job for which you are interviewing
- Be vague or not respond to the question
- Be afraid to exude confidence about yourself and your accomplishments



Sample Interview Questions

General questions

- What is your favorite (or least favorite) law school class and why?
- What appeals to you about our firm or organization?
- How do you handle pressure?
- How do you handle long hours and unpredictable work schedules?
- What area of practice would you like to go into?
- How do you like law school?
- What is your greatest success/failure?
- What two or three accomplishments have given you the greatest satisfaction?
- What two or three things are most important to you in a job?
- Do you have any questions for us? (Important! Prepare a few thoughtful questions about information you could not uncover during your research).

Resume-related questions

- What qualifications do you have that make you think you will be successful in your career?
- Tell me about your journal article, clinic experience, moot court topic, etc.
- What makes you a good fit for us? (discuss skills relevant to the position)

Background questions

- How would you describe yourself? How would a friend/professor describe you?
- What have you learned from participation in extracurricular activities?

Experience questions

- Tell me about a difficult problem and how you solved it.
- What are your long- and short-term goals?



- How did you like your summer internship (or job or externship) – what did you learn from it?

School specific questions

- Why did you choose this school?
- What other schools did you get into?
- Why did you go to school in city x when you wanted to work for us in city y?

Tough questions

- Tell me about yourself.
- What are your weaknesses?
- What are your strengths?
- Why should we hire you?
- Where do you see yourself in five years? In 10 years?
- Are your grades indicative of your ability? – Or – Why aren't your grades better?
- Why do you want to work for us?
- Why did you go to law school?
- Why do you want to work in this city?
- Who else are you interviewing with?
- How are you doing in your present job search?
- What kinds of positions are you looking for?
- Why didn't you get an offer following your externship?
- If you got an offer following your externship, why didn't accept it?
- What's the biggest mistake you ever made?
- What kind of salary are you looking for?
- Tell me something about yourself that is not on your resume.
- In what way do you think you can make a contribution to our organization?



- Have you ever failed at something? What did you learn from it?
- What makes you stand out among your peers?
- How well do you work independently? With others? Which do you prefer?
- Who is your favorite author?
- What is your favorite book?
- Who do you admire most and why?
- If you could be anyone in the world, alive or dead, who would you be and why?

Interview Questions You Should Ask

The questions you ask the interviewer are just as important – perhaps more important – to whether you’ll get an offer. If you ask questions intelligently, you’ll accomplish three important things: you’ll gather information about the firm, you’ll forge a personal rapport with the interviewer, and you’ll show off your research on the firm.

- What do you see as the key qualifications for success in this position?
- Describe a typical day for someone in this position.
- What is the review procedure and who will perform the review?
- How is your job different from what you expected it to be?
- What is the most interesting case you’ve worked on?
- What is it about my resume that got me this interview?
- How long were you at the firm before you had significant client contact?
- Did you start off in your current practice area? If not, why did you switch?
- What do you find most challenging about being a lawyer?
- How are assignments given out?
- How are reviews of assignments completed?
- Are summer associates rotated within the firm?



Post-Interview Follow-Up

Immediately after the interview, pull out your notebook and jot down anything about the interaction that you want to retain (including the interviewer's name). This could be information about the organization or the interviewer or a question you handled poorly and want to amend for next time. Spend some time evaluating your own performance. What did you do right? What could you have done better? Write it down now while the impressions are fresh.

Thank you notes should also be sent as soon as possible following an interview – preferably within 24 hours.

If the interviewer specified a time by which you would hear from the organization and you do not hear by that time, or you have not heard anything two weeks after the interview, it is appropriate to call or e-mail the interviewer in order to inquire as to the status of the decision. This shows interest and enthusiasm on your part and is not viewed negatively.



BUSINESS CARDS

Student Business Card Order Form

Name _____

Street Address _____

City, State, Zip _____

(For dual-degree students only) _____

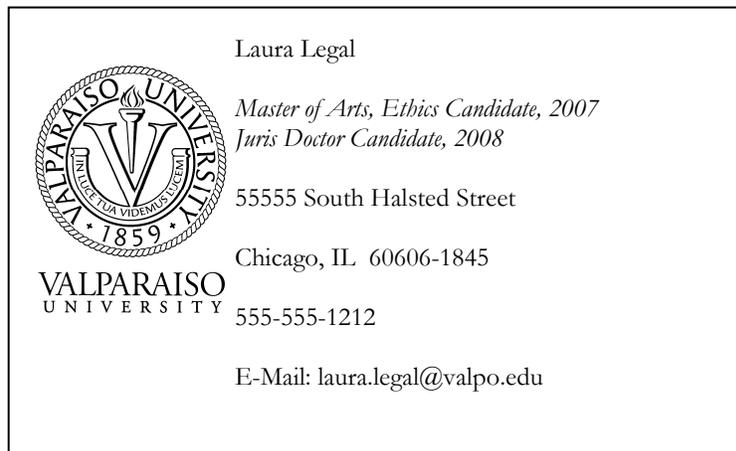
(ex: *Master of Arts, Ethics Candidate, 2007*)

Juris Doctor Candidate _____
Year

Phone Number _____

Valpo.Edu E-mail Address (NO EXCEPTIONS) _____

Business cards will be white with brown lettering and a golden VUSL seal. Format will be similar to the one below:



\$25.00 per 100 cards/ \$30.00 per 250 cards

Please make checks payable to Valparaiso University

**Return form with payment to LaKisha Myles in the Career Planning Center
Students will be notified via email when cards come in
(allow 3-4 weeks)**

THE CAREER PLANNING CENTER | VALPARAISO UNIVERSITY SCHOOL OF LAW
656 S. GREENWICH, ROOM 125 | VALPARAISO, IN 46483 | 219 465-7814 (PH) | 219 465-1914 (FAX)
[HTTP://WWW.VALPO.EDU/LAW/CAREERS](http://www.valpo.edu/law/careers) | E-MAIL: CAREERPLANNING.LAW@VALPO.EDU

Further recommended reading:

Kimm Alayne Walton, *Guerilla Tactics for Getting The Legal Job of Your Dreams* (2008).

Troutman, *Federal Resume Guidebook* (2007).

Ennico, *The Legal Job Interview: Winning the Law-Related Job in Today's Market* (2008).

*Additional books can be found and checked out at the [Career Planning Center](#). Access to books online can be found at the Career Planning Center's online [Document and Resource Library](#).

