Professional Development Guide for Moritz Alumni

Visit our website at http://moritzlaw.osu.edu/careers/
Dear Graduate,

Congratulations on the completion of your legal studies at Moritz. The above graph shows the success Moritz recent graduates have had finding employment. Our office is constantly working to develop opportunities that provide meaningful employment experiences for our graduates through employer outreach, collaborating with corporate partners, funding Career Exploration and Career Start Grants, and working with each graduate to develop an individualized job search strategy. Your advisor will be reaching out to you multiple times over the next year to offer assistance and let your know about opportunities. Please take advantage of our services. Please also let us know when you have accepted employment. We will be delighted to hear about your success.

Best Wishes,
The Moritz Career Services Office

TIMING OF EMPLOYMENT
ACCEPTANCE 2010-2016
As the chart to the left shows, typically many graduates accept offers right after taking the bar exam and then after receiving bar results. For now, focus on preparing yourself for success on the bar exam, building your professional network and staying in communication with our office.
CAREER EXPLORATION GRANTS

If you have not secured permanent employment, consider applying for a Career Exploration Grant (CEG). The CEG will provide up to $2,000 for a minimum of 150 hours of work completed during the summer and/or fall of 2016. The grant allows recent graduates to pursue work experience that will enhance resumes, provide professional references and work samples, and hopefully lead to permanent professional employment. Applications are due May 23, 2016. Email Travis Sheffler.5@osu.edu with questions.

Five out of 19 graduates received long-term offers from their CEG site following the completion of the grant. Employers ranged from non-profits, to small firms, to government organizations.

12 Graduates who gained legal experience through the CEG found permanent employment at other organizations during the grant period or before March 2016. Employers ranged from firms (such as BakerHostetler), to businesses (like Illinois Association of School Boards), to government organizations (like Lancaster City Attorney), to non-profits (such as Southeastern Ohio Legal Services).

CLASS OF 2015 JOB SOURCES

As you can see, the Class of 2015 obtained legal jobs by a number of pathways. As you work towards gaining legal employment remember to continue to develop your connections, monitor Symplicity regularly for opportunities, and contact your career advisor to develop an individualized job search strategy.
# Professional Development Guide for Moritz Alumni

<table>
<thead>
<tr>
<th>Ways To Become Involved In Your Community And Profession</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network</td>
<td>5</td>
</tr>
<tr>
<td>Join Bar Associations</td>
<td>6</td>
</tr>
<tr>
<td>Use LinkedIn</td>
<td>7</td>
</tr>
<tr>
<td>Volunteer FOR General Community Organizations</td>
<td>9</td>
</tr>
<tr>
<td>Continuing Legal Education</td>
<td>9</td>
</tr>
<tr>
<td>Blog, Blog, Blog</td>
<td>9</td>
</tr>
<tr>
<td>Publish Articles, Online and in Print</td>
<td>9</td>
</tr>
<tr>
<td>Speaking Engagements</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present Yourself Professionally</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Etiquette</td>
<td>13</td>
</tr>
<tr>
<td>Professional Attire</td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Job Search</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps to a Successful Alumnus Job Search</td>
<td>17</td>
</tr>
<tr>
<td>Your Resume</td>
<td>20</td>
</tr>
<tr>
<td>Cover Letters</td>
<td>29</td>
</tr>
<tr>
<td>Cover Letter Samples</td>
<td>31</td>
</tr>
<tr>
<td>Informational Interviewing</td>
<td>38</td>
</tr>
<tr>
<td>Informational Interview Sample Questions</td>
<td>40</td>
</tr>
<tr>
<td>Interviewing Skills</td>
<td>41</td>
</tr>
<tr>
<td>Interviewing for Federal Government Jobs</td>
<td>44</td>
</tr>
<tr>
<td>After The Interview</td>
<td>45</td>
</tr>
</tbody>
</table>
WAYS TO BECOME INVOLVED IN YOUR COMMUNITY AND PROFESSION
NETWORK

Connecting with other people is critical to business development and career advancement, as well as to a successful job search. Think about your professional network and people that you can reach out to:

- Friends
- Relatives
- Alumni from Moritz or your undergraduate institution
- Law professors
- Current and/or former employers
- Community groups such as church, synagogue, volunteer, or social organizations

When you are working, continue your networking efforts within your organization as well as with the outside community. Search for alumni on martindale.com, moritzlaw.osu.edu/alumni/index.php, and our Moritz LinkedIn group.

Tips for effectively networking

- **Join** professional organizations or other groups to meet people with similar interests.
- Before reaching out to people, **prepare** your elevator speech. What do you want to share about yourself in the first 30 seconds when you meet or speak with someone new?
- **Stay organized.** Keep track of names, addresses, phone numbers, and dates you spoke or sent an email.
- **Stay in touch.** Be sensitive to how you approach people. If you ask a mentor or contact pointedly if he/she has a job opening, he/she may feel uncomfortable and cut short the conversation. Instead, share your interests and ask for advice on areas of law, the marketplace, and effective job search techniques. Informational interviewing is a great way to connect with people for advice and guidance.
- Always **send a thank you** note or email after getting together with someone, even if you know him/her well.
- **Follow up** with your contacts. Your contacts will presume that you are employed if they do not hear from you, so keep them posted. Once you have a job, thank them for their assistance.

*Guerrilla Tactics for Getting the Legal Job of Your Dreams* by Kimm Walton contains an excellent discussion on networking and is available as a reference book in the Career Services Office.
JOIN BAR ASSOCIATIONS

Joining bar associations is an important first step in becoming a member of the legal profession. Many bar associations offer reduced membership rates for new attorneys. American Bar Association (ABA) membership, for example, is free for new graduates (ambar.org/ABAgrads), and memberships in state and local bar associations are typically at reduced rates for new lawyers. A listing of Ohio bar associations is included below.

Once you secure a membership, you should actively use the benefits and services of the organization. The ABA (americanbar.org) and Ohio State Bar Association (ohiobar.org) both have career centers and the career development portions of their websites provide great resources. Additionally, the ABA website includes a section on ethics and professionalism. Reviewing this information will help you understand expectations and the many situations which may present themselves differently now that you are no longer a student.

Bar associations also have resources specifically for new attorneys. For example, the Columbus Bar Association (cbalaw.org) has an active New Lawyers Committee which provides networking opportunities in addition to programming directed at the interests you will have as a new practitioner. The Ohio State Bar Association offers a CLE training series specifically for new lawyers as well.

Ohio Bar Associations

- Columbus Bar Association
- Akron Bar Association, Akron
- Allen County Bar Association (ACBA), Lima
- Ashtabula County Bar Association, Ashtabula
- Butler County Bar Association, Hamilton
- Cincinnati Bar Association, Cincinnati
- Clermont County Bar Association, Batavia
- Cleveland Metropolitan Bar Association (CMBA), Cleveland
- Dayton Bar Association (DBA), Dayton
- Erie County Bar Association, Milan
- Fairfield County Bar Association, Lancaster
- Geauga County Bar Association, Chardon
- John Mercer Langston Bar Association (JMLBA), Columbus
- Lake County Bar Association, Painesville
- Lorain County Bar Association, Elyria
- Mahoning County Bar Association (MCBA), Youngstown
- Medina County Bar Association (MCBA), Medina
- Stark County Bar Association (SCBA), Canton
- Toledo Bar Association (TBA), Toledo
- Trumbull County Bar Association (TCBA), Warren
- Warren County Bar Association, Lebanon
- Wood County Bar Association (WCBA), Bowling Green
USE LINKEDIN

As the largest networking site designed for professionals, LinkedIn allows users to display their entire educational and professional histories as well as career achievements on a customizable page. It also allows users to search for old classmates and colleagues, and connect with new people in an easy-to-use format. Employers are increasingly using the network to search for new hires.

The Basics
Every sentence on your LinkedIn profile is an opportunity for someone to find you through a search, so create your profile thoughtfully. You should cover the following:

- Include a summary that reads like an "elevator speech."
- Describe your educational and employment history in detail.
- In the activities section, you can share a little about your personal interests and hobbies.
- Add links to websites, blogs, or twitter feeds that you want to make part of your personal brand.
- Add a professional photo in business attire.
- Use your status, which is immediately projected onto your connections home pages, to make regular updates.
- Create a personalized URL for your public profile, preferably using your name.

Beefing Up Your Profile

- Join Groups, such as The Moritz College of Law.
- Add applications such as Slideshare, which embeds slideshow presentations on your public profile.
- Write and post interesting legal-related blogs to your public profile.
- Create status updates like Facebook and Twitter, but keep it professional.
- Give and get recommendations. Most employers don't call references. But here, the work is already done for the potential employer. They don't have to call or email anyone. All they have to do is read what other people have already written.

Building Your Connections

- Connect with people you know from the past (high school and college classmates, former colleagues, family, and friends).
- Continue to connect with people moving forward. As you meet people at conferences and through school and work, connect with them.
- Personalize your LinkedIn invitations to people.

Branding Yourself

- You can brand yourself by being thoughtful about everything you include on your LinkedIn page, from your profile to your status updates.
Best Practices for Job Searching

- Through the "Jobs" tab, you can search by keyword, industry, or location. LinkedIn will tell you which employers are "in your network."
- You can also do a company search to look for employees or former employees of a company in which you are interested.

Ideas on this worksheet were adapted from How Law Students Should Use LinkedIn, available at http://lawyerist.com/how-law-students-should-use-linkedin/.
VOLUNTEER FOR GENERAL COMMUNITY ORGANIZATIONS

Bar associations are great resources for law-related opportunities. But participating in your community is important as well.

CONTINUING LEGAL EDUCATION

Most states require active lawyers to participate in CLE activities every couple of years. Not only can continuing legal education programs be great learning experiences, but they can also serve as networking opportunities to meet other attorneys in your field. Ohio, in particular, requires newly admitted lawyers to comply with specific educational training requirements. One great way to fulfill that obligation is to participate in the Lawyer to Lawyer Mentoring Program offered by the Ohio Supreme Court in which experienced attorneys are matched with new lawyers to provide assistance as they begin their legal careers. See supremecourt.ohio.gov/AttySvcs/mentoring/default.asp for more information.

BLOG, BLOG, BLOG

Start a blog or contribute to an existing blog, developing yourself as a resource for the community.

PUBLISH ARTICLES, ONLINE AND IN PRINT

Both bar publications and the lay press are interested in contributors on all sorts of topics. Again, this is a way to start establishing your expertise in an area.

SPEAKING ENGAGEMENTS

Offer to speak to a range of groups. Even as a new attorney, you can be a resource to a variety of community organizations and local media. Come back to the law school and sit on a panel for a Career Service program.
PRESENT YOURSELF PROFESSIONALLY
EMAIL ETIQUETTE

- You should consider obtaining a non-OSU email address, if you haven’t already.

- Make sure your email address sounds professional and clearly identifies you.

- Include a subject line that is clear and to the point. Example: "ABC Firm Application." Do not leave the subject line blank.

- Attach all required documents in a format that can easily be opened by employers and name them in a way that clearly identifies them. A PDF file is generally preferable so that you can ensure your document is not accidentally altered by a bump of someone's keyboard. Additionally, this assures that the format is not changed when the document is opened in another program.

- If you are applying for a position, attach your cover letter (PDF) along with your resume and any other required documents. Employers will generally be printing and circulating your application materials, so attaching your cover letter instead of imbedding it in your email will ensure it looks professional when printed.

- Write a brief and clear email, generally 5-6 sentences or fewer.

  Dear Ms. Smith:

  I am a recent graduate of The Ohio State University Moritz College of Law applying for the associate position with your firm. Please find my cover letter, resume, and unofficial transcript attached. If you have any questions or have any difficulty opening the attachments, please contact me at the phone number or email address below.

  I look forward to speaking with you soon.

  Sincerely,

  Moritz Grad

- Include a signature block at the end of your email with all of your contact information.

- Don’t fall into the email trap of being too casual! Emails should be formal and error-free, just as snail mail applications would be. Do not use emoticons or text messaging acronyms.

- Respond to emails promptly (within 24 hours).
PROFESSIONAL ATTIRE

Knowing how to dress appropriately for the venue and occasion is important. Doing so demonstrates that you understand your profession’s expectations. Be careful to learn (1) the differences between business and business casual and (2) which occasions call for a specific type of dress. If you are ever uncertain, ask.

Both business and business casual occasions require that you be clean, well-groomed, unwrinkled, and appropriate for the season and the venue. Always err on the side of conservative choices and slightly overdressing if you are unsure about attire. For example, ties are not usually necessary for a business casual situation, but if you feel more comfortable wearing one, doing so is fine. Even with business casual, you should polish your shoes and wear a belt, and, for women, jewelry and cosmetics should still be conservative. Cover any visible tattoos.

The following represents basic considerations when you are purchasing items to build your professional wardrobe. It is a starting point and not an exhaustive list.

**Men**
- 2-3 Suits (Black, Navy, Charcoal Grey)
- 10-15 Dress Shirts (White, Pale Colors)
- 2-3 Sport Coats
- 2-5 Pants
- 5-10 Ties
- 2 Pairs of Dress Shoes (Black, Brown)
- 2 Belts (Black, Brown)
- Top Coat/Rain Coat

**Women**
- 2-3 Suits (Black, Navy, Charcoal Gray)
- 5-10 Blouses (White, Colored)
- 1-2 Skirts (Black, Navy)
- 2-5 Pants
- Various Scarves, Purses and Jewelry
- 2-3 Pairs of Dress Shoes (Black, Navy)
- Belt
- Top Coat/Rain Coat

**Tips:**
- Always wear a plain undershirt
- Keep facial hair neat and trimmed
- No earrings or long hair

**Tips:**
- Always wear hosiery when wearing a skirt
- Wear understated make-up
- Wear appropriate heeled shoes
THE JOB SEARCH
STEPS TO A SUCCESSFUL ALUMNUS JOB SEARCH

1. **Consider Temporary, Contract, Volunteer, and Pro Bono Work.** Another way to make contacts is to get experience, whether on a short-term, low-pay, or no-pay basis. Through temporary, contract, volunteer and pro bono work, you can start to build valuable experience, make important contacts, and enhance your resume. For temporary or project-based positions, you might contact a legal temporary staffing agency, many of which are listed by state on the Moritz Career Services website (http://moritzlaw.osu.edu/careers/students/career-toolkit/3l-timeline/temporary-agencies/). For volunteer or pro bono work, check on Symplicity, look at organization and job search websites, and contact the Career Services Office about where students and alumni have volunteered in the past.

2. **Leverage Your Connections, and Conduct Informational Interviews.** Now that you've made some connections, make the most of them. A great way to do this is through informational interviews. Use connections to gather information on industries, employers, and the job search. Generally, an informational interview lasts about 30 minutes, so you want to go in prepared, having conducted research on the individual and organization in advance and having developed several value-added questions. See the informational interviewing section of this handbook for more information and sample questions.

3. **Check Job Postings on Symplicity and Other Sites.** Continue to check Symplicity regularly as there are often several postings geared toward legal professionals a few years out of law school. While Symplicity should stay a primary resource for your job search, you should also explore other websites. Many helpful websites can be found on the Moritz Career Services website. (http://moritzlaw.osu.edu/careers/students/finding-job-opportunities/useful-jobresource-links/)

4. **Conduct the Appropriate Research.** Being knowledgeable about the industry and organizations within the industry can be useful in identifying opportunities, determining your interest in organizations, preparing for interviews, and ultimately selling yourself to those organizations. The Moritz Career Services webpage includes Useful Job/Resource Links (http://moritzlaw.osu.edu/careers/students/finding-job-opportunities/useful-jobresource-links/) as well as a section on researching potential employers (http://moritzlaw.osu.edu/careers/students/start-your-job-search/researching-potential-employers/) that can help you learn about potential employers and feel better prepared to submit application materials and interview.

5. **Read the Trade Publications.** Stay informed of developments in the legal field by reading your national and local legal, political, and business publications, including the Wall Street Journal Legal Blog, AmericanLawyer.com, *Columbus Monthly*, and the
Columbus Bar Association’s Columbus Bar Friday, just to name a few. By staying abreast of what’s going on locally, such as knowing who has opened a new practice recently or who has left his firm to join the legal counsel at XYZ Company, you can get an idea of organizations that may need legal assistance and the skills you can offer.

6. **Consider Options Outside Traditional Legal Careers.** More and more law school graduates are using their credentials and skills to land jobs outside traditional legal careers. Some of the most common alternative career tracks for J.D.s are compliance and regulatory affairs, management at all levels, policy analysis, strategic planning, investor relations, and human resources. Additionally, many law firms have created alternative, non-partner track opportunities in recent years. Examples of alternative track positions within firms include staff attorneys, permanent associates, project attorneys, eDiscovery lawyers, and contract attorneys. Countless opportunities exist for J.D. graduates; explore the many ways in which you can use your J.D. and visit the Moritz Career Services webpage for additional resources on alternative careers (http://moritzlaw.osu.edu/careers/students/start-your-job-search/legal-career-options/alternative-careers/).

7. **Use the Career Services Offices and Resources at Other Law Schools.** If you’ve moved away from central Ohio and would like to use another law school’s career resources, you’ll be happy to know that alumni can access the career services offices of many law schools nationally. Requests for **reciprocity** from alumni must be made by your school’s Career Services Office and are at the sole discretion of the schools receiving the requests. Please allow at least 2 weeks for requests to be processed. Many schools do not accept or respond to reciprocity requests during the busy fall recruiting season, and our office prefers that you not make a reciprocity request during August or September. However, the Career Services Office exchanges job postings with other law schools across the nation via the **BYU Intercollegiate Job Bank**. If you have moved or are thinking of relocating, consider consulting the postings of schools in that state or region. These postings can be viewed at the (https://www.law2.byu.edu/career_services/jobbank/). For user name and password check your Symplicity homepage or contact the Career Services Office.

8. **Update Your Application Materials.** Finally, don’t forget to update your resume so that it best sells you to potential employers.
USEFUL JOB SEARCH RESOURCES
For user names and passwords check your Symplicity homepage or contact the Career Services Office.

General Job Search Resources
- Symplicity
- BYU Intercollegiate Job Bank - https://www.law2.byu.edu/Career_Services/jobbank/
  - Particularly helpful for out-of-town job searches. Includes job postings from law schools across the country.
- Indeed.com
  - Searches job sites, newspapers, associations, and company career pages.
- Martindale.com, or Martindale through Lexis at www.lexisnexis.com/lawschool
  - International attorney directory of government, firm, and in-house attorneys, searchable by geographic area, area of law, and alma mater, among others.
- Internships-USA.com
- LawJobs.com
- LawyerInd.com/legal-jobs
- FindLaw.com
- LawStudentJobs.net and Grads.LawStudentJobs.net
- NALP.org, including the NALP Directory of Legal Employers
- Local bar directories (i.e. CBALaw.org in Columbus) and trade publications

Public Interest and Government Job Search Resources
- PSJD.org
  - Research tool for students exploring public interest and government career options. Includes job postings, employer information, and numerous public interest career resources.
- Idealist.org
  - Provides job postings for fellowships and public interest jobs. Also has an organizational database where you can search for public interest employers.
- Government Honors & Internship Handbook
  (http://arizonahandbooks.com/u/OSUcareerservices)
  - Compilation of primarily federal and some local government summer and post-graduate opportunities.
- USAJobs.com
  - U.S. Federal Government Jobs Database
- EqualJusticeWorks.org
- National Legal Aid & Defender Association (http://www.nlada100years.org/)
- National District Attorneys Association (http://www.ndaa.org/)
- U.S. Senate (http://www.senate.gov/)
- U.S. House of Representatives (http://www.house.gov/content/jobs/vacancies.php)
- For Ohio: OhioMeansJobs.com and OhioMeansInternships.com
YOUR RESUME

As a graduate, you will need to update your resume. If you are a recent graduate looking for employment, your education section will probably remain at the top of the resume. Indicate your graduation on your resume (e.g. Juris Doctor, cum laude, May 2016). As you progress in your career, you will move employment experience to the top of your resume. In the following pages, you will see examples of resumes of law school graduates at various points in their careers.

Over the next few months, your status, as it relates to taking a bar exam, will be evolving. Below are illustrations of various ways you may keep the resume as current as possible:

- If you will be taking the bar exam:
  - “Sitting for July 2016 Ohio bar examination”

- If you have taken the exam and await results:
  - “Awaiting results of July 2016 Ohio bar examination”

- If you have passed the bar exam and are waiting to be sworn in (a bigger gap in time in some states than in Ohio):
  - “Passed July 2016 New York bar examination, admission pending”

- If you have passed the exam and been sworn in:
  - “Admitted to Ohio Bar, November 2016”

For additional guidance on drafting and revising your resume, visit the Moritz Career Services webpage.

GOVERNMENT RESUMES

If you are applying for local, state, or federal government positions, helpful tips for creating an appropriate resume can be found at the following websites:

OSU College of Arts and Sciences Career Services:
(http://www.asccareerservices.osu.edu/files/asccareerservices/Government%20Positions%20Resume.pdf)

USA Jobs:
(https://help.usajobs.gov/index.php/How_to_create_your_resume)
RESUME SAMPLES
Sam S. Student
1234 ABC Lane, Columbus, OH 43210 · student.1@osu.edu · (614) 555-1234

Sitting for July 2016 Ohio bar examination

EDUCATION

The Ohio State University Moritz College of Law, Columbus, OH
Juris Doctor, May 2016
• Top __-__%; GPA: ___; Numerical Average: ____
• Ohio State Journal of Criminal Law, Staff Member
• Moot Court and Lawyering Skills Governing Board
• Youth Dispute Resolution
• Criminal Law Society
• Moritz Academic Merit Scholarship Recipient

University of Cincinnati, Cincinnati, OH
Bachelor of Arts, magna cum laude, March 2013
• Major: Political Science; GPA: ___/4.0
• Phi Beta Kappa; Distinguished Honors Scholar
• University of Cincinnati Mock Trial Team, Vice-President and Captain
  o 2008 and 2007 National Tournament Outstanding Attorney
  o 2008 and 2006 Regional Tournament Outstanding Attorney
  o 2008 and 2007 Regional Tournament Outstanding Witness

LEGAL EXPERIENCE

The Ohio State University Student Housing Legal Clinic, Columbus, OH June 2015-Present
Law Clerk
• Conduct client interviews to obtain background facts and determine potential legal issues
• Draft legal pleadings and memoranda on landlord-tenant issues including contract breach
• Conduct legal research on topics such as landlord’s liability to tenant in pipe break

Franklin County Common Pleas Court, Hon. Judge Reece, Columbus, OH Summer 2014
Judicial Extern
• Researched topics such as real party in interest, bankruptcy, and statute of limitations
• Drafted memoranda on Summary Judgment and Relief from Judgment motions

Brooking, Moeves, & Halloran, PLLC., Ft. Wright, KY June 2011-December 2012
Runner
• Drafted and filed legal pleadings, including answers to complaints

ADDITIONAL EXPERIENCE

Coppertop at Cherokee Hills Golf Club, Valley City, OH Summer 2010
Server

University Residential Services, Cincinnati, OH October 2011-April 2013
Desk Staff Security

INTERESTS
Golf, baseball, basketball, and science fiction movies
PROFESSIONAL EXPERIENCE

Large Firm LLP

Associate – Bankruptcy and Financial Restructuring and Business Groups
Columbus, OH
September 2006 – Present

Summer Associate
May 2005 – August 2005

Business Experience:
- Represent both buyers and sellers in a variety of transactions, including drafting and negotiating merger, stock purchase and asset purchase agreements, disclosure schedules, bills of sale, employment agreements, promissory notes, security agreements, and other ancillary documents
- Conduct due diligence and assist clients with post-transaction integration
- Draft and negotiate a variety of agreements, including operating agreements, subscription agreements, independent contractor agreements, license agreements, and vendor agreements
- Prepare private placement memoranda, incorporating, converting and dissolving companies, and preparing company bylaws, codes of regulation and resolutions

Bankruptcy and Financial Restructuring Experience:
- Represent corporate debtors and creditors in chapter 11 cases and bankruptcy trustees in chapter 7 cases, draft motions, objections and legal memoranda
- Draft and negotiate plans of reorganization and disclosure statements, purchase agreements, and settlement agreements
- Conduct due diligence, preparing for a sale of substantially all of the assets of a debtor, negotiating and analyzing preference demands, and conducting preference litigation

U.S. Department of Justice, Southern District of Ohio

Law Clerk
Columbus, OH
August 2004 – November 2004

- Researched legal issues and drafted memoranda on issues primarily related to medical malpractice

Boutique Firm

Law Clerk
Columbus, OH
May 2004 – August 2004

- Researched legal issues and drafted legal memoranda on a variety of topics, including personal jurisdiction based on apparent agency in Ohio
- Drafted requests for admission, requests for production and deposition outlines

EDUCATION

The Ohio State University Moritz College of Law

Juris Doctor, cum laude, May 2006

- Numerical Average: ; Top %; Dean’s Merit Scholarship
- CALI Awards for Excellence in Mergers and Acquisitions and Wills, Trusts & Estates
- Ohio State Law Journal, Articles Editor, 2005-2006; Staff Member, 2004-2005

University of Chicago

Bachelor of Arts in Economics, June 2003

- Participated in study abroad program during 2001-2002 school year at London School of Economics

BAR MEMBERSHIP, PROFESSIONAL ACCREDIDATIONS AND AFFILIATIONS

- Admitted to practice in Ohio in November 2006
- Ohio State Bar Association, Banking, Commercial and Bankruptcy Committee
- Columbus Bar Association, Bankruptcy Committee
LEGAL EXPERIENCE

Sloopy Fan, Attorney at Law, Charlotte, North Carolina

Attorney, February 2004 - Present

- Corporate law – Create corporate forms for small companies including LLC and corporate formation forms, operating agreements, sales agreements and contracts. Acquire copyrights and federal trademark registrations.
- Domestic and Juvenile Law – Represent clients in all aspects of child custody, child support, divorce and dissolution cases in Orange County.
- Criminal and Traffic Law – Represent private and appointed clients in all aspects of cases in Municipal and Common Pleas courts in several North Carolina counties.
- Worker’s Compensation – Represent clients in Bureau of Workers Compensation hearings throughout North Carolina.

Orange County Public Defender, Charlotte, North Carolina


- Negotiated and entered pleas for clients providing them with counsel and advice as a legal intern.
- Represented clients charged with felony crimes to set bonds in arraignment court.
- Conducted a wide range of clerk duties including filing, interviewing, researching and drafting discovery requests.

Appellate Law Clerk, January 2002 – May 2002

- Wrote motions and briefs for the North Carolina court of Appeals.
- Synthesized opponent briefs and extensive research of applicable laws into memoranda.

PROFESSIONAL EXPERIENCE

YMCA, Columbus, Ohio

Aquatics Director, September 1999 – August 2001

- Supervised, hired and trained staff of 30.
- Developed, implemented and supervised all aquatic programs.
- Instituted safety procedures now practiced citywide.

EDUCATION

Capital University Law School, Columbus, Ohio

LL.M in Taxation, September 2004

The Ohio State University Moritz College of Law, Columbus, Ohio

J.D., May 2001

The Ohio State University, Columbus, Ohio

B.A. in Criminology, June 1996

COMMUNITY INVOLVEMENT

Charlotte Bar Association, Tax and Workers’ Compensation Committees, September 2004 – Present
North Carolina Women in Government, Steering Committee, March 2002 – Present
Federal Government Sample

JOSEPH L. LAWYER
123 Law Street
Washington, D.C., 20005 US
Mobile: 202 200 2222
Email: jlawyer@gmail.com

Country of Citizenship: United States of America
Veterans’ Preference: No
Highest Grade: GS-02-07, 06/20XX-08/20XX

Availability: Job Type: Permanent, Temporary, Recent Graduates
Work Schedule: Full Time

Desired Locations:
US-DC-Washington/Metro
US-VA-Arlington
US-VA-Alexandria

Work Experience:

Legal Aid Society of Columbus 9/2015 – 3/2016
Columbus, OH US

Law Clerk
Supervisor: Sarah Smith (XXX-111-1111)
Okay to contact this Supervisor: Yes
- Helped up to 40 clients at a time to organize their bankruptcy files, keep them updated on the status of their cases, and monitor their progress in completing paperwork
- Assisted clients in collecting the documents needed to file for bankruptcy
- Conducted legal research and assisted in drafting a motion for summary judgment

Department of State (Educational and Cultural Affairs) 5/2015 – 8/2015
Washington, D.C. US

Public Affairs Assistant
Supervisor: John Smith (XXX-222-2222)
Okay to contact this Supervisor: Yes
- Supervised ten contractors and ensured project was delivered on time and budget
- Wrote fifteen articles about foreign education initiatives in Bureau newsletter Drafted twenty memoranda for the Undersecretary of State
- Assembled financial and budget information for use in Educational and Cultural Affairs internal materials
- Assisted with administrative tasks such as filing documents and organizing

Franklin County Public Defender’s Office 5/2014 – 4/2015
Columbus, OH US

Law Clerk
Supervisor: Jane Jackson (XXX-333-3333)
Okay to contact this Supervisor: Yes
- Prepared sentencing memoranda on behalf of clients convicted of federal crimes
- Drafted motions, argued at motion hearings, and interviewed clients
- Researched relevant legal issues in preparation for sentencing hearings
- Participated in strategy sessions to provide the best defense for clients

Comment [ll1]: The General Schedule (GS) is the predominant pay scale for federal employees, especially employees in professional, technical, administrative or clerical positions.

Comment [ll2]: Don’t forget to include past salary or GS Level.

Comment [ll3]: Include the number of hours worked per week.

Comment [ll4]: Great way to highlight subject area expertise.

Comment [ll5]: Note: Do not use abbreviations like ECA.
Federal Government Sample*

Cleveland, OH US  Salary: 15 USD per Hour

Program Coordinator
Supervisor: John Doe (XXX-000-0000)
Okay to contact this Supervisor: Yes

- Developed and monitored program goals and policies resulting in the highest recorded
  performance in ten years
- Oversaw three mentoring programs in limited resource communities to promote a safe and
  healthy youth development
- Recruited, trained, and managed twenty-five adult mentors and twenty youth
- Developed marketing and training materials for use in programs and mentoring initiatives
- Wrote and managed two program grants, hired three outside contractors for grant
  implementation
- Communicated daily in Spanish with program participants and their families

Education:
J.D. (May 2016), The Ohio State University Moritz College of Law, Columbus, OH 43210 US
88 Semester Hours
GPA: 3.25 out of 4.0

Relevant Coursework:
Ohio State Journal on Dispute Resolution, Civil Law Clinic, Evidence, Civil Procedure II

B.A. (May 2011), Marble House College, Philadelphia, PA 19019 US
35 Semester Hours
GPA: 3.50 out of 4.0

Major: Economics, Spanish Language (double major)
Relevant Coursework, Licenses and Certifications:
Macro Economics, Micro Economics, Statistics, Public Policy Process

Language Skills:
English
Spoken: Advanced
Written: Advanced
Read: Advanced

Spanish
Spoken: Advanced
Written: Advanced
Read: Advanced

Licenses:
Admitted to the Ohio State Bar, November 2016

Affiliations:
Spanish American Foundation  Member (2008 – present)
Columbus Bar Association  Member (2015 – present)

References:
Name: Sarah Smith
Employer: Legal Aid Society of Columbus
Title: Director
Phone Number: XXX-111-1111
Email Address: ssmith@legalaidcolumbus.org
Reference Type: Professional
Federal Government Sample*

Name: John Smith
Employer: Department of State
Title: Director of Foreign Affairs
Phone Number: XXX-222-2222
Email Address: jmadison@dos.gov
Reference Type: Professional

**Additional Information:**

**Honors and Awards:**
- Best Student Note, Ohio State Journal on Dispute Resolution, April 2016
- Article, “Zero Tolerance, Frivolous Juvenile Court Referrals and the School-to-Prison Pipeline: Using Arbitration as a Screening-Out Method to Help Plug the Pipeline,” was selected as the best student note by the journal’s editorial board
- ABA Appellate Advocacy Moot Court Team, March 2015
  - Member of team that finished 2-1 at the Boston regional competition
- Mediation Competition, January 2015
  - Member of team that claimed First Place in annual school-wide competition
- Public Interest Law Foundation Fellowship, May 2013
  - Awarded competitive summer stipend to fund public interest work
- CALI Excellence for the Future Awards
  - CALI awards for top grades in Sentencing Law (Fall 2015); Labor Law (Fall 2015); and Election Law (Fall 2014)

**Skills:**
- Grant writing experience (awarded “Dream Catchers Award” by Community and Recreation Services, Delaware County Government, Dec. 2010)
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint, Outlook)

**Leadership and Service Roles:**
  - Planned and presented student programs on public interest careers
  - Coordinated all facets of annual auction that raised more than $35,000
- Marble House Business Society, **President**, Sept. 2009-May 2010
  - Recruited four executive committee members and planned meetings
  - Managed a membership base of 40+ students
- Tucker Recreation Association, **Basketball Coach**, Nov. 2008-Feb. 2011
  - Taught twelve, ten-year-old boys the fundamentals of basketball, sports ethics, and mental focus
- Habitat for Humanity, **Volunteer**, March 2008
  - Contributed to rebuilding a home in St. Bernard Parish, New Orleans

* This sample was adapted from the following: http://gogovernment.org/how_to_apply/write_your_federal_resume/create_your_resume.php.
COVER LETTERS

The purpose of a cover letter is to introduce yourself to the employer and entice the employer to choose you for an interview. Cover letters should do the following:

1. **Demonstrate the fit between your strengths and the job's requirements.** Employers will eliminate from consideration those candidates who submit generic or form letters that demonstrate a lack of research or interest.

2. **Serve as a positive writing sample.** Employers will eliminate from consideration those candidates who submit cover letters that are not well written, error-free, and succinct.

3. **Provide, as necessary, information not on the resume.** Employers want to know if you've been referred by someone, have ties to the city, or other information relevant to granting an interview.

4. **Emphasize the strongest aspects of your resume.** Employers have limited time to review resumes. Highlight in your cover letter those aspects of your resume that you really want an employer to know. For example, you may want to mention your publication in a journal, that you maintained a high GPA while playing a collegiate sport or that you worked on Wall Street prior to law school.

5. **Move the hiring process to the next step.** Employers seek candidates who ask for the interview and take steps to make it happen.

If you have been in practice for a number of years and are seeking a position in a different practice area or a non-legal job, you should explain in your cover letter why you want to make the change and how the skills you have gained in your current position are transferable to the new one.

**Tips:**

- Create an original introduction.
- Avoid the repetitive pattern of beginning each sentence with "I have, I am, I want."
- Do not start a cover letter with “My name is...” Employers will know your name from your signature line.
- Individually address each cover letter and check spelling of names and correctness of titles.
- If you are contacting the employer by mail, use plain bond paper that matches your resume paper and individually sign each letter.
- If you are emailing the employer, see the email etiquette section of this handbook.
- Retain a copy of all position descriptions and cover letters/follow-up. Nothing is more frustrating than being called for an interview and not remembering the specifics of the position or employer.
COVER LETTER SAMPLES
12345 Streetside Ave.
Columbus, Ohio 43210

August 20, 2013

Casey Chester
Legal Manager
Chemical Abstracts Service
2540 Olentangy River Road
Columbus, OH 43202

Dear Mr. Chester:

As a recent graduate of The Ohio State University Moritz College of Law, I am applying to Chemical Abstracts Service for the Contracts Specialist position. I sat for the Ohio Bar exam in July and anticipate success.

Over the past year, I worked as a summer associate and then school-year law clerk at Eastman & Smith. I researched and wrote memoranda and articles, and conducted detailed reviews of client records and case documents. Whenever possible, I seized the opportunity to learn from the attorneys around me by attending administrative hearings, seminars, practice group meetings, and judicial proceedings. Due to my hard work, I received excellent performance reviews throughout my time at Eastman & Smith. I believe my initiative and attention to detail will be of great value in the Contract Specialist position.

In addition to my work experience, I excelled at my legal studies. My grades placed me in the top third of my class. I also earned the ABA-BNA Award for Excellence in the Study of Labor and Employment Law and the CALI top student award in Advanced Tax Research and Education Law with a final exam grade of 100%. Based on my top performance in both Legal Writing and Appellate Advocacy, I was given the opportunity to be a teaching assistant for Legal Writing. This is an honor rarely given, and to my knowledge I was the only Legal Writing teaching assistant for the spring semester. The analytical and writing skills that helped me to excel in law school will be of great value when analyzing contracts in the Contract Specialist position.

My public speaking and inter-personal communication skills further distinguish me and make me an excellent candidate for this position. As a strong competitor on Miami University's Speech and Debate Team, I was asked to host a weekly television show that aired to the greater Oxford community. Additionally, in 2007, I placed ninth in the nation for persuasive speaking with a speech challenging the corporate implementation of wellness programs. A Master of Science in Journalism has furthered my communication skills.

Please find enclosed a copy of my resume. Thank you in advance for your consideration.

Sincerely,

Alice E. Alum

Enclosure
Sample 2
GOVERNMENT – FROM TEMPORARY POSITION

8675 Sullivan Avenue
Columbus, Ohio 43212

May 20, 2013

Florence Hackensack
Human Resources Management Office
Federal Trade Commission
600 Pennsylvania Avenue, N.W.
Washington, DC 20580

Dear Ms. Hackensack:

Please accept the accompanying resume and writing sample as my application for the attorney position with the Federal Trade Commission that was recently advertised in my law school’s bulletin. I am extremely interested in working for the FTC because of my interest in consumer and regulatory issues and my desire to work in the public sector.

I graduated from The Ohio State Moritz College of Law in May 2013 and have spent the past two years doing contract work at a number of large law firms. Much of my experience has been doing trial preparation and discovery in complex antitrust and merger cases. In a number of these cases, I was providing information to the U.S. Department of Justice. These experiences have strengthened my research and writing skills, exposed me to a number of interesting and complicated legal issues, and taught me about preparing multifaceted cases for trial.

During law school, I was also exposed to consumer law issues and gained additional practical legal experience. I took an antitrust class that focused on the Microsoft case. I also completed four legal internships, which included working with a judge, two law firms, and the Ohio Attorney General’s office. The practical training I gained in law school essentially gave me the equivalent of one year of experience working on a broad range of issues in diverse settings.

The skills I gained from my legal experiences, which include communicating with clients, problem solving, using professional judgment, working effectively in a team, and being able to work independently well qualify me for a position with the FTC. I would appreciate the opportunity to meet with you and discuss my qualifications and interest in the position.

Sincerely,

Elliot C. Eager

Enclosures
123 ABC Avenue, Apartment 1  
Columbus, Ohio 43210  

May 20, 2013  

Patricia M. Lach  
Professional Development Coordinator  
Bricker & Eckler, LLP  
100 South Third Street  
Columbus, Ohio 43215  

Dear Ms. Lach:  

I had the pleasure of meeting one of your firm’s associates, Joe Smith, at a recent meeting of the Labor & Employment Law section of the American Bar Association. Based on Joe’s encouragement and description of the firm’s thriving employment law practice, I would like to inquire about a position at Bricker & Eckler.  

As you will see from my enclosed resume, I was most recently at a small firm in Chicago, Illinois, before relocating back to the Columbus where I have strong ties. At the Wacker Law Group, I enjoyed a wide practice but particularly enjoyed my work representing employers in wage and hour and discrimination cases. I have a passion for the complex and difficult issues such cases raise and I would enjoy the opportunity to use my experience, litigation skills, and determination as a member of your firm.  

I would appreciate the opportunity to meet with you in person to discuss my qualifications and your firm’s needs. I will call you next week to see when you are free for an appointment. Meanwhile, please feel free to contact me with any questions or for any additional materials or information you may require.  

Sincerely,  

George Graduate  

Enclosure
May 20, 2013

Louise A. Smith
The Big Law Firm
563 State Street
Columbus, Ohio 43215

Dear Ms. Smith:

For the past few years, I have been working for a small local law firm. I have gained valuable hands-on experience through this work, and now I am eager to transition to a larger firm environment as I have always been interested in complex litigation. I am particularly attracted to The Big Law Firm because of your excellent reputation for handling litigation for large corporate clients, as well as your commitment to serving the community.

The written and oral advocacy skills I have developed over the last three years would be directly transferable to the work being done at your firm. I have performed all phases of civil litigation and have significant experience negotiating settlements, conducting depositions, and arguing motions. Not only am I dedicated to working hard to represent my clients, but I am taking great strides to develop myself as a professional. As an active member of the Columbus Bar Association, I have organized educational and social events and currently serve as the chairperson of the Professional Ethics Committee.

My enclosed resume further highlights my relevant experience and qualifications and I would appreciate the opportunity to meet and speak with you directly about how I may be able to contribute to your firm. I look forward to speaking with you soon.

Sincerely,

Job A. Seeker

Enclosure
May 20, 2014

Hannah Helper
Ohio Citizen Action
2330 Victory Pkwy #100
Cincinnati, Ohio 45206

Dear Ms. Helper:

I am a 2012 graduate from The Ohio State University Moritz College of Law and an associate at Kegler, Brown, Hill & Ritter Co., LPA. I have had a great experience at the firm, including strong mentoring and solid training, but my long-term goal has always been a career in public policy and working for progressive social change. I am writing to express my strong interest in the open research attorney position at your office.

My longstanding interest in public policy dates back to college. I graduated from Ohio University with a Bachelor's degree in Public Policy and significant research experience. My Public Policy coursework emphasized research, data analysis and translating findings into practice. In addition, I sought out opportunities during college to learn about grassroots organizing and advocacy, volunteering with several community groups and taking an active role in several student organizations.

During law school, I focused my coursework and extracurricular activities on progressive lawyering. Through the Justice for Children Project, I worked on a number of constitutional challenges on behalf of children. These included claims that curfew ordinances are an unconstitutional infringement on the liberties of children or an unconstitutional usurpation of state authority by a municipality.

As an attorney, I have gained significant experience in both written and oral advocacy, and in legal research. My work on a large environmental case requires me to closely research and analyze state and federal laws and regulations. These skills are directly transferable to the work being conducted by your organization, and I hope to use my abilities for the benefit of those most deserving of fair treatment and adequate remedy.

I believe that my experience coupled with my academic background will be an asset to Ohio Citizen Action. I am a quick study and am eager to put in the necessary work to thrive as an advocate at your organization. I appreciate your consideration and look forward to hearing from you.

Sincerely

Moritz Alum

Enclosure
INFORMATIONAL INTERVIEWING

The purpose of an informational interview is to get information that will help you in your job search. *It is not an interview for a job.* This process, if conducted skillfully, can be a valuable source for networking leads, knowledge and "inside information" on employer hiring criteria, and decision-making. A well-conducted informational interview can open doors for a job in the future because it can be an opportunity to network, to determine which qualities and skills are most relevant to an employer, and to learn how an employer fills vacancies.

**Choosing whom you will interview**
Martindale Hubbell and city bar directories contain lists of attorneys by specialty. Law professors frequently have a good alumni network. Friends and family can often introduce you to attorneys as well. Career Services counselors can also help you identify individuals who may be willing to conduct informational interviews. Don't limit yourself to doing informational interviews with only attorneys. Many professionals work with attorneys in their organizations and can share insights and connections.

**Preparing**
Call or email the individual to request an informational interview. Make it clear that you want an informational interview and are not asking for employment. You can start the conversation by explaining that he/she has done what you hope to do and that you are hoping to get advice to inform your job search. Plan on an interview lasting from 30 minutes to an hour and offer to interview in the workplace, over the phone, or at another location such as a coffee shop. If you sense the individual whom you are contacting may not have time, ask if he/she might suggest someone else with whom you could conduct an informational interview.

Preparation should encompass two areas: (1) researching the interviewee, the organization, and the area of practice, and (2) developing questions you will ask. Because of the limited amount of time, skillfully planned questions are essential. Call one day in advance to confirm your meeting date. It is also a good idea to send the individual a copy of your resume prior to your meeting so that he/she has a better sense of your experience.

**Conducting your interview**
Depending on the location of the informational interview, dress in a suit or business casual attire and allow plenty of travel time; enter the office itself five to ten minutes in advance of the meeting. You should go prepared with a copy of your resume and a detailed list of questions. If possible, observe the work environment. Are employees on a first name basis? Is there talking and laughter or silence in the halls? Do employees display personal items in their offices? You can learn a great deal about an organization's culture by what you see and hear prior to the actual informational interview. Greet the interviewer with a
firm handshake and begin the interview. Feel free to take notes and ask follow-up questions. At the end of the interview, extend your thanks and offer to leave. Ask for names of others with whom you might talk about the particular job or practice area. This will expand your network of people to interview and put you in touch with more potential employers.

**Following up**

Write a thank you note within a day or two of the interview and keep in touch with those informational interviewers whom you wish to cultivate as mentors. If the person you met has made a suggestion, indicate in your thank you note what you have done or will do to follow up on that suggestion. If resume revisions were suggested, include a revised resume. People are more likely to help those who take advice seriously. Keep the person apprised of your job search every two or three months. If the person does not hear from you, he/she will assume you are employed.
INFORMATIONAL INTERVIEW SAMPLE QUESTIONS

Job Duties
- If you were to write a job description, what would you list under job duties?
- Can you tell me a little about your current projects?
- What were the most interesting projects you worked on during the past year?
- What is a typical work day like for you?

Skill Factors
- What skills are most important for success in this position (research, analysis, negotiation, writing, etc.)?
- When you interview candidates, what skills do you value most?

Personality Factors
- What personality traits are most important for success in this position (tenacity, initiative, communication, etc.)?
- What personal factors differentiate the good from the exceptional performers in this field?
- What activities or experiences demonstrate these personal factors in the resumes you review?

Work Environment
- It seems that every organization has its own personality. How would you characterize yours?

Career Path
- Why did you choose your area of practice?
- What positions did you hold between law school and this position and how typical or atypical was your career path?
- What experiences outside of law school best prepared you for this position?

Occupational Outlook
- Where do you see the greatest growth in your organization during the next three years?
- How will this position/field change during the next three years?

Networking
- Based on our conversation, are there others you would recommend I interview and if so, may I use your name when I contact them?
- May I stay in touch with you periodically to bring you up to date on my job search?
- After I revise my resume, may I send you a copy?
- If you hear about openings, would you be willing to call me so I can follow up immediately?
INTERVIEWING SKILLS

Before the Interview

Think of interviewing as a proactive rather than reactive process. Your resume content and organization should steer the interview conversation in the direction of your strengths.

1. **Research** the organization in advance to determine its size, practice area mix, and hiring criteria. If you know who will interview you, research the individual to determine practice area, alma mater, and years with the firm. Seize control of the interview by preparing a resume that shows the relationship between what you have to offer and what this legal employer values.

2. **Develop an agenda** of the top three things you want an interviewer to know about you at the end of the interview. You might say, "At the end of the interview, I want the employer to know I’m committed to a large firm practice, perform best under pressure and have the energy and drive to meet high billable expectations." Resume content should emphasize experiences that support your individual agenda.

3. **Go through your resume** line by line to find the best opportunities to discuss your strengths and pre-plan responses that will demonstrate the fit between your strengths and an employer’s needs. Develop concrete examples and concise stories you can use during the interview to demonstrate your skills.

   If, for example, one of your top strengths is adaptability, you might have listed on the resume a job in which you handled multiple work projects simultaneously. When asked about this job during the interview, you can describe the various projects you handled and relate your adaptability to the ability to manage the unpredictability of a litigation practice or the ease with which you will be able to shift priorities and respond to various clients' needs as they arise.

4. When possible, use the CAR approach to describe the experiences listed on your resume:
   - **C= Context.** It can include employer size, market, your assignment or goal.
   - **A= Action.** What you did to accomplish specific goals.
   - **R= Result.** The outcome of your work or any improvements you made.

   For example, if you are asked about your work at a bank prior to law school, you might respond by saying you worked in a branch bank (context) negotiating the sale of financial instruments (action) and increased bank’s market share by 20 percent through aggressive sales initiatives (result). Not all jobs will have a result. If asked about work as a resident assistant as an undergraduate, you might respond that you
were responsible for well-being of 30 students (context) which involved dispute resolution (skill relevant to law practice), discipline, and administrative duties (action).

5. For everything you list on a resume, you should have an example or story you can share with an employer that highlights a skill or ability relevant to the practice of law. Know that anything you list on the resume is likely to generate detailed questions. Be prepared to fully discuss any experience you include on the resume.

6. Develop a list of questions to ask the employer. The number and specificity of your questions are interpreted as a measure of your interest in an employer. Avoid asking questions answered in firm literature or on its web site.

7. Bring extra copies of your resume, transcript, and writing sample, as well as a list of professional references, which could include law professors, employers, former employers, and other professionals familiar with your work. Include name, title, employer, address, and phone number for each reference, in addition to an e-mail address, if possible.

8. Think of the interview as an oral argument. Prepare yourself, research the employer, develop a strategy, anticipate employers’ questions, and outline your answers and questions in advance.

The Interview

1. Be professionally dressed and alert because first impressions count. Whether interviewing on campus or at an employer’s office, arrive early. Be kind, courteous, and professional to everyone in the organization and remember that anyone you encounter, from the security guard to the receptionist to the partners, may have input in the hiring decision.

2. When greeted by the interviewer, introduce yourself and extend your hand for a firm handshake. Remember to maintain eye contact with the interviewer.

3. Anticipate being asked about your grades. Answer positively and emphasize courses in which you have performed well and describe any clinical, journal, or extracurricular activities that have helped you build skills. Moritz is a highly selective, first-tier law school well regarded by employers.
4. Try not to discuss salary during the interview. If you divulge a number, you could either price yourself out of a job before the employer is convinced he needs you, or underprice yourself and receive a “low-ball” offer. If salary is mentioned during the interview, possible responses include these:

- It’s negotiable.
- My salary requirements are flexible.
- Although salary is an important factor, what I am really looking for is opportunity. So after we are finished discussing what I have to offer you in this position, I would like to entertain your strongest offer.
- I like to leave salary open for negotiation until you have a chance to see all my qualifications and how they match your requirements.

If none of these work and your interviewer is still insistent on getting a number, give him a large range (for example, you could say something like “somewhere between $62,000 and $75,000”) while still letting him know that you are flexible. However, don’t give him a number that you wouldn’t be willing to accept.

5. At the end of the interview, it is fine to ask when the employer expects to make a hiring decision.
INTERVIEWING FOR FEDERAL GOVERNMENT JOBS

In addition to preparing as you would for any job interview, here are some additional suggestions when preparing for federal government job interviews:

1. **Be prepared to explain why you are interested in public service.** Many federal government employees believe that being a public servant is a calling, so your interviewers will likely want to know why you want to work for the federal government.

2. **Prepare for some tough questions.** Government agencies often require some level of security clearance or background check, so be prepared to truthfully answer questions related to criminal history or other security-related questions.

3. **Arrive early.** The security at many government agencies has increased significantly in recent years, and going through security protocol will increase the amount of time it takes you to get to the interview. Ask your contact at the agency what you should expect prior to your interview.

4. **Be ready to work.** Depending on the position, the interview process may include several rounds, including interviews, questionnaires, and writing tests. Again, ask your contact what to expect when they call to set up your interview.

5. **Do your homework.** There is a wealth of knowledge available about the federal government, so research thoroughly (and beyond the agency’s own website). Use this research to prepare thoughtful questions to ask of your interviewers.

AFTER THE INTERVIEW

1. **Thank You Letters.** After meeting with an employer, it is courteous and professional to send a well written, error-free note to express your gratitude that the employer took the time to meet with you. It is also an excellent opportunity to keep your name in front of the employer while hiring decisions are being made and to reiterate your strong desire to work for the organization. Thank you letters should be sent as soon as possible following the interview. To set your thank you letter apart from other applicants, mention a subject matter that you discussed in your interview.

2. **Follow-Up.** If you know approximately the time frame for the hiring decision you will have a better idea of how soon to follow up. Wait a couple of days beyond the date given and if you have not been contacted follow up with a call or an email. For example, if the employer told you he/she expects to make the decision within the next week, it is fine to contact the employer the following week if the employer has not contacted you. During the follow up call, you can thank the employer again for the interview and restate your interest in the position. Ask if there is any further information the employer needs. You want to show the employer that you are interested in the job but avoid sounding desperate. Always remember to be polite and professional on the telephone as well as in an email.

3. **Offer Letters.** A written offer usually will explain your future position, the start date of your employment, salary typically stated in monthly or annual increments, and if applicable, bonuses, stock options, and relocation. The offer will also set forth the deadline in which the employer expects you to answer with an acceptance or rejection.

4. **Acceptance or Rejection of the Offer.** If you need more time to make a decision, keep in mind the employer’s needs when negotiating more time. The employer may have deadlines and need to fill the position, so don’t ask for more time unless it is absolutely necessary. But the bottom line is if they really want you, they will give you more time.

5. **Salary Negotiation.** If you are perfectly happy with the offer, there is no rule that says you have to negotiate for an even better offer. It is also important to remember that base salary is not the only thing that can be negotiated. The following are a list of potential questions you might ask an employer:

- What factors were used in determining the salary offer?
- Is there any room for improvement of the offer?
- Since I’m moving for this job, can we discuss a possible relocation allowance?
- Do you offer a signing bonus (if they didn’t offer)?
- Are there any bonuses?
- Would you please explain how your organization’s performance bonus program works?
• What was the average performance bonus last year?
• When will I be eligible for a salary increase? Is that date negotiable?
• When will I receive a performance review?
• Is there a 401K or pension plan?
• I understand that health and dental insurance are provided (if they are), but what are the potential out-of-pocket costs associated with different plans?
• How many vacation days do employees get, and are vacation days cumulative?
• Do you have a tuition reimbursement program?
• Do you reimburse for bar memberships or CLE programs?

When in doubt, call a Moritz Career Services counselor for advice.