CAREER SERVICES HANDBOOK
2015-2016

JOB SEARCH RESOURCES
1L, 2L, 3L TIMELINES
RESUME GUIDE
COVER LETTER GUIDE
INTERVIEWING TIPS
AND MORE...

Visit our website: moritzlaw.osu.edu/careers
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Sample Documents
Throughout this handbook, there are numerous sample documents. For your convenience, all sample documents are listed below along with the page(s) where they can be found.

- Informational Interview Requests: 28-29
- Resumes: 53-64
- Cover Letters: 68-76
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- Writing Sample Cover Sheet: 78
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- Withdrawal from Consideration: 99
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Career Services Office Staff Directory

The Career Services Office is in 104 Drinko Hall, open weekdays from 8:00 a.m. to 4:30 p.m.

Linda Sheer Jones, Senior Director of Career Services

Phone: (614) 688-8669
Email: jones.2609@osu.edu

Education: B.A., Chatham College
Certificate in Human Resource Planning for Executives, University of Michigan

Linda Jones joined Career Services with over 15 years of experience in the recruitment and professional development of law students and attorneys. Before moving to Ohio, she was the Director of Legal Personnel for the New York law firms Milbank, Tweed, Hadley & McCloy and Lord Day & Lord, Barrett Smith where her responsibilities included hiring summer and permanent associates, managing summer programs and associate assignments and evaluations. She also managed her firms' Continuing Legal Education Programs.

Linda has written or spoken for The American Bar Association, The National Law Journal and the National Association of Law Placement. Since coming to Columbus, Linda has been involved in community service, serving as president of the Goodwill Columbus Service Board and of Beaux Arts at the Columbus Museum of Art.

Cybele Smith, Director of Public Service & Public Interest Programs

(Cybele’s office is Room 140, located in the Public Service Law Center in Drinko Hall)

Phone: (614) 292-7707
Email: smith.302@osu.edu

Education: B.A., The Ohio State University
J.D., Capital University Law School

Cybele Smith, Director of the Public Service Law Center, currently focuses on advising students who are interested in public interest and government sector jobs, honors programs, and fellowships at the Moritz College of Law at The Ohio State University. She coordinates the judicial clerkship application process and serves as the LRAP Coordinator. Cybele counsels students and alumni on how to land and change legal and JD preferred jobs and how to prepare for summer and permanent jobs and interacts with a variety of student groups and public and private sector employers through programming and the annual Government and Non-Profit Opportunity Forum Career Fair held in February.

Cybele has the privilege of serving as the administrator of the Captain Jonathan D. Grassbaugh Veterans Project which helps veterans facing legal issues in the areas of consumer law, landlord-tenant disputes, foreclosures and relief from default judgment. She hires student Fellows and oversees the day to day operations of the Project.

Cybele is currently on the Board of Directors of NALP for the 2013-2015 term, and she has presented at the NALP annual conference and public service Mini-Conferences. She has written book reviews for the NALP publication committee. In 2006 she was the NALP Workgroup Leader planning the
NALP/PSLawNet Mini-Conference in Washington, D.C. She held the position of Vice Chair for Conference Planning for the 2008 NALP Educational Conference in Toronto, Ontario, Canada in Spring 2008. Cybele was elected to serve as a NALP Nominating Committee Member for the Midwest Region during 2008-09. She held a two year term on the Equal Justice Works National Advisory Committee and more recently she was the recipient of the Recognition of Service Excellence Award for her work with NALP in 2012. In 2012-2013 she served on the 2013 NALP Annual Conference Planning Committee.

Cybele completed a three-year term on the Ohio State University Staff Advisory Committee, and a two-year appointment to the university Government Relations Committee. She has served as a hearing panel volunteer for Ohio State’s Office of Student Conduct. Cybele has been involved with the Law and Leadership Institute, a diversity pipeline program for Ohio high school students for the past five years. She has served on the Westerville Uptown Review Board and currently is serving a five year term on the Board of Zoning Appeals in her township.

Liza B. Larky, J.D. Career Advisor

Phone: (614) 247-6245
Email: larky.2@osu.edu

Education:  
B.A., University of Michigan  
J.D., The Ohio State University Moritz College of Law

Liza Larky graduated from the Moritz College of Law in 1999. After graduation, Liza worked for the law firm of Dykema Gossett in their Detroit and Ann Arbor offices. Her practice focused on corporate governance, mergers and acquisitions, financing transactions and securities matters for many of the firm’s casino gaming, biotechnology and life sciences, information technology and financial institution clients. She coordinates the judicial clerkship application process along with Cybele Smith.

For the past few years, Liza has been a volunteer at her children’s schools and has planned events to raise funds and awareness for local and national organizations such as Dress for Success Columbus, National Psoriasis Foundation and National Council of Jewish Women.

Travis Sheffler, J.D. Career Advisor

Phone: (614) 292-8814
Email: sheffler.5@osu.edu

Education:  
B.S.B.A., The College of William & Mary  
M.A., The University of Arizona, Higher Education Administration

Travis Sheffler joined Career Services in 2010 with 12 years of experience in higher education, including nine years within career services. Before moving to Ohio, Travis worked for six years at American University in Washington, D.C., serving as the university’s main pre-law advisor, leading the career advising efforts for graduate and undergraduate students in AU’s School of Public Affairs, and managing several initiatives related to federal employment, including coordinating AU’s efforts to place
students in the government’s prestigious Presidential Management Fellows Program. Other experience within higher education includes, among other things, teaching a career development and exploration course in the Eller College of Management at The University of Arizona, conducting student and employer development for graduate business students at Arizona State University, and initiating and managing Graduate Student Career Services at the University of Maryland – College Park.

Travis has presented at several professional conferences and spoken on federal hiring practices and programs at various colleges and universities, the U.S. Office of Personnel Management, and the Partnership for Public Service.

Prior to entering the field of higher education, Travis worked for four years as a reporter, editor, and analyst for a Dow Jones newswire in Washington, D.C. where he reported on business activities and the complex documents companies filed with the Securities and Exchange Commission, as well as the activities of other federal agencies and the courts.

Trish Tweel, J.D. Career Advisor

Phone: (614) 247-7210
Email: tweel.6@osu.edu

Education: A.B., Miami University
M.A., The Ohio State University, Journalism
J.D., The Ohio State University

After graduating from our law school, Trish Tweel practiced for 15 years with a local law firm. She has also taught college writing courses. For many years she has been active in a variety of community organizations. For a number of years, Trish served as a volunteer guardian ad litem in the Franklin County Juvenile Court through the Court Appointed Special Advocates (CASA).

Cheri Wiles, J.D. Career Advisor

Phone: (614) 247-1600
Email: wiles.65@osu.edu

Education: B.A., The Ohio State University, Journalism
J.D., The Ohio State University

Cheri Wiles graduated from the Moritz College of Law in 1994 and began her career as an attorney for the law firm of Fisher & Phillips in Atlanta, Georgia, advising corporate clients on labor and employment issues. From there, she worked at The Court Television Network (CourtTV) in New York as a booker identifying and interviewing participants in legal disputes of national interest.

Cheri entered the sports industry in 2001, serving as the director of community outreach with the San Diego Super Bowl Host Committee, the committee charged with coordinating the planning of Super
Bowl XXXVII. In that capacity, she worked with the NFL to implement League outreach initiatives and to sanction community events.

Cheri joined the Columbus Blue Jackets organization as a client services manager in 2003 and served in that capacity for three years before assuming the position of director of partnership marketing. As director, Wiles led a team responsible for overseeing the strategic marketing of the team’s corporate partners and played an instrumental role in the execution of all aspects of partner activation programs.

Sarah Evinsky, Recruitment Coordinator

Phone: (614) 242-0087
Email: evinsky.4@osu.edu

Education: B.A., The Ohio State University

Sarah is a 2011 graduate of The Ohio State University with a Bachelor of Arts in Anthropology and a minor in Gender & Sexuality Studies. Sarah joined the College of Law in 2013 as an office associate, and moved into her role as program coordinator in December 2014. Sarah coordinates all on and off campus interview programs for Moritz students, administers the college’s Symplicity site, tracks employment outcomes, and writes the weekly Career Services Bulletin.

Kylee Gonzalez, Office Associate

Phone: (614) 247-7805
Email: Gonzalez.571@osu.edu

Education: A.A.S., Utah Valley University

Kylee is currently finishing her undergraduate work in Nutrition Communication at Arizona State University. As the Office Associate for Student and Career Services, Kylee handles scheduling of event space in Drinko, oversees the student lockers, coordinates student programming, and provides administrative support to multiple staff members.
Who to See About What

Below you will find student practice area groups; there are individual counselors assigned to the designated areas. Our purpose in making these assignments is to further assist you with more expertise and advice within your particular area of interest.

<table>
<thead>
<tr>
<th>Student Practice Area Group</th>
<th>Counselor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Law Society</td>
<td>Cheri Wiles</td>
</tr>
<tr>
<td>Criminal Law Society</td>
<td>Cybele Smith</td>
</tr>
<tr>
<td>Energy and Environmental Law Society</td>
<td>Liza Larky</td>
</tr>
<tr>
<td>Health Law Society</td>
<td>Travis Sheffler</td>
</tr>
<tr>
<td>Immigration Law Society</td>
<td>Cybele Smith</td>
</tr>
<tr>
<td>Intellectual Property Law Society</td>
<td>Trish Tweel</td>
</tr>
<tr>
<td>International Law Society</td>
<td>Trish Tweel</td>
</tr>
<tr>
<td>Labor &amp; Employment Law Association</td>
<td>Travis Sheffler</td>
</tr>
<tr>
<td>Military Law Student Association</td>
<td>Cybele Smith</td>
</tr>
<tr>
<td>Moritz Education Law Society</td>
<td>Travis Sheffler</td>
</tr>
<tr>
<td>Pro Bono Research Group</td>
<td>Cybele Smith</td>
</tr>
<tr>
<td>Public Interest Law Foundation</td>
<td>Cybele Smith</td>
</tr>
<tr>
<td>Real Estate Law Association</td>
<td>Liza Larky</td>
</tr>
<tr>
<td>Sports and Entertainment Law Association</td>
<td>Cheri Wiles</td>
</tr>
</tbody>
</table>

SBA Career Services Liaisons

Your 2015-2016 Student Bar Association liaisons with the Career Services Office are:

Emily McDonnell:  McDonnell.67@osu.edu
Maggie Flood:   Flood.104@osu.edu
Scott Herkamp:  Herkamp.1@osu.edu
## Counselor Assignments

<table>
<thead>
<tr>
<th>Linda Jones</th>
<th>Liza Larky</th>
<th>Travis Sheffler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devona Adjei-Baafuor</td>
<td>Daniel Colston</td>
<td>Michael Grissom</td>
</tr>
<tr>
<td>Ryan Agee</td>
<td>Tyler Compton</td>
<td>Megan Hammond</td>
</tr>
<tr>
<td>Shahed Al-asadi</td>
<td>Eva Cuollo</td>
<td>Elaine Hanson</td>
</tr>
<tr>
<td>Anthony Alfano</td>
<td>Daniella D'souza</td>
<td>Jennifer Harmon</td>
</tr>
<tr>
<td>Andrew Allman</td>
<td>Mariah Daly</td>
<td>Jhannelle Harrison</td>
</tr>
<tr>
<td>Nora Anderson</td>
<td>Margaret Dengler</td>
<td>Stacey Hauff</td>
</tr>
<tr>
<td>Rachel Armstrong</td>
<td>Gregory Dick</td>
<td>Jennifer Hengst</td>
</tr>
<tr>
<td>Josef Asfoua</td>
<td>Cristina Dickos</td>
<td>Scott Herkamp</td>
</tr>
<tr>
<td>Evin Bachelor</td>
<td>Robert Doersam</td>
<td>Sally Heuker</td>
</tr>
<tr>
<td>Harold Baker</td>
<td>Kyle Downie</td>
<td>Elizabeth Hodder</td>
</tr>
<tr>
<td>Brenton Balcer</td>
<td>Caitlin Duckworth</td>
<td>Max Hunter</td>
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<tr>
<td>Hannah Barlow</td>
<td>Brian Dunlay</td>
<td>Alexander Hurtuk</td>
</tr>
<tr>
<td>Cory Barnes</td>
<td>Haily Duong</td>
<td>William Irvine</td>
</tr>
<tr>
<td>Kathryn Bartolomucci</td>
<td>Quinn Dybdahl</td>
<td>Tisha James</td>
</tr>
<tr>
<td>Madison Berry</td>
<td>Megan Ebenschweiger</td>
<td>Katherine Johnston</td>
</tr>
<tr>
<td>Wayne Beuhring</td>
<td>Sarah Edwards</td>
<td>Ian Johnston</td>
</tr>
<tr>
<td>Walter Blackham</td>
<td>Jon Egelhoff</td>
<td>Allie Johnston</td>
</tr>
<tr>
<td>Mary Bockstahler</td>
<td>Alexander Ehrenschwender</td>
<td>Cary Jones</td>
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<tr>
<td>Kolton Bodnovich</td>
<td>Eliana Elizalde</td>
<td>Sungtaek Jun</td>
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<tr>
<td>Lydia Bolander</td>
<td>Rachel Elwood</td>
<td>Alexander Karcher</td>
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<tr>
<td>Annamarie Braga</td>
<td>Paxton Endres</td>
<td>Allison Kelly</td>
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<tr>
<td>Natalie Bryans</td>
<td>Zainab Ezzeddine</td>
<td>Sean Klammer</td>
</tr>
<tr>
<td>John Bullock</td>
<td>James Fetter</td>
<td>Kelsey Kornblut</td>
</tr>
<tr>
<td>John Burnside</td>
<td>Kiera Finelli</td>
<td>Kimberly Land</td>
</tr>
<tr>
<td>Katherine Butya</td>
<td>Russell Fink</td>
<td>Natasha Landon</td>
</tr>
<tr>
<td>Alison Buzzard</td>
<td>Matthew Finston</td>
<td>Rachel Lantz</td>
</tr>
<tr>
<td>Victoria Cardenas</td>
<td>Carlos Flores</td>
<td></td>
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<tr>
<td>Michael Cavanaugh</td>
<td>Samuel Fogle</td>
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<tr>
<td>Jenny Chien</td>
<td>Savannah Fox</td>
<td></td>
</tr>
<tr>
<td>Abigail Chin</td>
<td>Andrew Francus</td>
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<tr>
<td>Gabrielle Colavecchio</td>
<td>Ali Frohlich</td>
<td></td>
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<tr>
<td></td>
<td>Christopher Gawronski</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mark Gayetsky</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Christian George</td>
<td></td>
</tr>
<tr>
<td></td>
<td>William Ghidotti</td>
<td></td>
</tr>
</tbody>
</table>
Understanding the Profession
and the Legal Market
Law schools report employment information to the National Association of Law Placement ("NALP") on a set date in March each year. For the class of 2014, Moritz was able to report employment information for 99.5% of the class.

**General Summary**

Total number of graduates: 210

Total number reported: 209

<table>
<thead>
<tr>
<th>Employment Type</th>
<th>Number</th>
<th>Percent of Total Seeking</th>
<th>Percent of Total in Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed Full-Time</td>
<td>193</td>
<td>92.3%</td>
<td>91.9%</td>
</tr>
<tr>
<td>Pursuing Graduate Degree</td>
<td>2</td>
<td>1.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Employed Part-Time</td>
<td>11</td>
<td>5.3%</td>
<td>5.2%</td>
</tr>
<tr>
<td>Unemployed, Seeking Employment</td>
<td>2</td>
<td>1.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Not Working – Start Date Deferred</td>
<td>1</td>
<td>0.5%</td>
<td>0.5%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>209</td>
<td><strong>100%</strong></td>
<td><strong>99.5%</strong></td>
</tr>
</tbody>
</table>

**Breakdown by Type of Employment**

Students at Moritz have diverse career goals. Some students seek traditional legal work within law firms, the government, or public interest entities. Others seek policy, management and administrative work, in which employers prefer, but do not require, legal training. In addition, every year a number of Moritz graduates choose to pursue professional work in which their law degree is not a part of their job description. In most of these positions, their legal training helps them both attain the job and succeed in it. Such positions include serving in federal, state, and local government, holding political office, creating new businesses and running existing ones, and working in educational institutions and other non-profit organizations.
Here is the class of 2014 by job criteria:

For the 45.6% of students who accepted positions at firms, the chart below demonstrates the law firm size:
Employment by Geography

Graduates from the class of 2014 found employment throughout the United States. As a member of the National Law School Consortium (NLSC), an association of nine top public law schools from across the U.S., Moritz provides the opportunity for its students to meet employers to whom they may not otherwise be exposed by attending NLSC job fairs in various U.S. legal markets.

Other locations include: AK, AR, CO, CT, DE, FL, GA, IL, IN, KY, MA, NC, NV, PA, TX, UT, and WV.

Salary Information

Salary data is self-reported by graduates, and 80% of the employed 2014 graduates reported their starting salaries which ranged from $47,500 in the 25th percentile to $88,000 in the 75th percentile, with a median salary of $60,000. Reported starting salaries vary widely within the private and public sectors.

For additional information on salary statistics nationally for beginning attorneys, visit http://www.nalp.org/recentgraduates.
Source of Job

Moritz graduates obtain legal jobs by a number of pathways, including on and off-campus interview programs through which law firms and public sector employers routinely hire our students, job postings on our web-based job site, and from working with career counselors to develop personalized job search strategies.

<table>
<thead>
<tr>
<th>Source of Job</th>
<th>Number Reported</th>
<th>Percent of Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Posting at Moritz</td>
<td>55</td>
<td>32.0%</td>
</tr>
<tr>
<td>Networking/Target Mail</td>
<td>28</td>
<td>16.3%</td>
</tr>
<tr>
<td>On-Campus Interview</td>
<td>27</td>
<td>16.3%</td>
</tr>
<tr>
<td>Referral</td>
<td>27</td>
<td>16.7%</td>
</tr>
<tr>
<td>Non-Moritz Job Posting</td>
<td>24</td>
<td>4.3%</td>
</tr>
<tr>
<td>Job Fair</td>
<td>4</td>
<td>2.4%</td>
</tr>
<tr>
<td>Pre-Law School Employer</td>
<td>4</td>
<td>1.4%</td>
</tr>
<tr>
<td>Started Own Business/Practice</td>
<td>2</td>
<td>3.8%</td>
</tr>
<tr>
<td>Temporary Agency</td>
<td>1</td>
<td>0.5%</td>
</tr>
</tbody>
</table>

Rounding may cause one-tenth discrepancy in the reported numbers.

## Class of 2014 National Summary Report

<table>
<thead>
<tr>
<th>Number Reported</th>
<th>% of Reported</th>
<th># with Salary</th>
<th>25th Percentile</th>
<th>Median</th>
<th>75th Percentile</th>
<th>Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender Reported:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women</td>
<td>19,907</td>
<td>46.8</td>
<td>10,992</td>
<td>48,000</td>
<td>60,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Men</td>
<td>22,617</td>
<td>53.2</td>
<td>11,513</td>
<td>50,000</td>
<td>65,000</td>
<td>113,000</td>
</tr>
<tr>
<td>Race Reported:</td>
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<td></td>
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</tr>
<tr>
<td>Minority</td>
<td>10,570</td>
<td>26.9</td>
<td>5,048</td>
<td>50,000</td>
<td>65,000</td>
<td>130,000</td>
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<tr>
<td>Nonminority</td>
<td>28,661</td>
<td>73.1</td>
<td>15,999</td>
<td>50,000</td>
<td>60,587</td>
<td>100,000</td>
</tr>
<tr>
<td>Gender &amp; Race Reported:</td>
<td>39,096</td>
<td>100.0</td>
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<td></td>
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</tr>
<tr>
<td>Minority Women</td>
<td>5,911</td>
<td>15.1</td>
<td>2,816</td>
<td>48,000</td>
<td>82,000</td>
<td>120,000</td>
</tr>
<tr>
<td>Minority Men</td>
<td>4,699</td>
<td>11.8</td>
<td>3,203</td>
<td>52,000</td>
<td>70,000</td>
<td>140,000</td>
</tr>
<tr>
<td>Nonminority Women</td>
<td>12,458</td>
<td>31.9</td>
<td>6,856</td>
<td>48,000</td>
<td>60,000</td>
<td>90,000</td>
</tr>
<tr>
<td>Nonminority Men</td>
<td>16,118</td>
<td>41.2</td>
<td>8,493</td>
<td>50,000</td>
<td>63,000</td>
<td>100,000</td>
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<tr>
<td>Employment Status Known:</td>
<td>42,139</td>
<td>100.0</td>
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<tr>
<td>Pursuing Degree PT</td>
<td>681</td>
<td>1.6</td>
<td>22,095</td>
<td>50,000</td>
<td>63,000</td>
<td>110,000</td>
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<tr>
<td>Start date after 3/15/15</td>
<td>347</td>
<td>0.7</td>
<td></td>
<td></td>
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<tr>
<td>Not employed/not seeking</td>
<td>4,068</td>
<td>9.7</td>
<td></td>
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<tr>
<td>Total Employed or Degree:</td>
<td>37,211</td>
<td>88.3</td>
<td></td>
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<tr>
<td>Pursuing Degree PT</td>
<td>681</td>
<td>1.6</td>
<td>22,095</td>
<td>50,000</td>
<td>63,000</td>
<td>110,000</td>
</tr>
<tr>
<td>Employed</td>
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<td>Academic</td>
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<td>55,839</td>
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<tr>
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Tables prepared and copyrighted by NLAP, July 2015 (continued)
<table>
<thead>
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<th>Number Reported</th>
<th>% of Reported</th>
<th>FULL-TIME LOGIC TERM SALARIES</th>
<th>8 with Salary</th>
<th>25th Percentile</th>
<th>Median</th>
<th>75th Percentile</th>
<th>Mean</th>
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<td>48,544</td>
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<td>Public Interest Jobs</td>
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<td>45,000</td>
<td>57,000</td>
<td>48,565</td>
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</table>

### Class of 2014 National Summary Report

#### Job Characteristics by Employer Type

<table>
<thead>
<tr>
<th>Employer Type</th>
<th>% Short-term</th>
<th>% Part-time</th>
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<tbody>
<tr>
<td>Academic</td>
<td>30.5</td>
<td>31.1</td>
</tr>
<tr>
<td>Business</td>
<td>12.5</td>
<td>12.0</td>
</tr>
<tr>
<td>Judicial Clerk</td>
<td>2.4</td>
<td>1.5</td>
</tr>
<tr>
<td>Private Practice</td>
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<td>5.3</td>
</tr>
<tr>
<td>Government</td>
<td>7.0</td>
<td>4.7</td>
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<tr>
<td>Public Interest</td>
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<tr>
<td>Total</td>
<td>6.7</td>
<td>7.0</td>
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</table>

Percentages are based on jobs for which the information was provided and thus the number of jobs for each employer type is less than the number shown on the first page. The unknown employer category is not shown separately but included in the total. Short-term jobs last less than a year.

### Class of 2014 National Summary Report

#### Source of Job

<table>
<thead>
<tr>
<th>Number Reported</th>
<th>% of Reported</th>
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</thead>
<tbody>
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<td>Referral</td>
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<td>Start own practice</td>
<td>1,203</td>
</tr>
<tr>
<td>Self-initiated/letter</td>
<td>5,023</td>
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<tr>
<td>Spring OCI</td>
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<tr>
<td>Temp Agency</td>
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<tr>
<td>Other</td>
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#### Timing of Job Offer

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<tr>
<td>Before Graduation</td>
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<td>Before Bar Results</td>
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#### Search Status of Employed Graduates

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</thead>
<tbody>
<tr>
<td>Seeking a Different Job</td>
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</tr>
<tr>
<td>Not Seeking a Different Job</td>
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</table>

Note: Figures are based on jobs for which the item was reported, and thus counts do not add to the total number of jobs.

Tables prepared and copyrighted by NALP, July 2015
First Year Summer Employment*

Total number of students: 166

Students with known employment (including judicial, government and public interest, and D.C. Program externships): 146 (88%)

(Employment categories overlap as many students had more than one position in different sectors)
- Law Firms (all sizes): 42 (25%)
- Business/In-House Counsel Departments: 16 (10%)
- Government (all levels, including externships): 17 (10%)
- Research Assistants (for Moritz faculty): 19 (11%)
- Judicial Clerkships (including internships and externships): 15 (9%)
- Public Interest (all types including Public Defender Offices): 30 (18%)

Enrolled in classes/earning academic credit (including Oxford and D.C. Program participants): 36 (21%)
- Oxford Summer Abroad Program: 21 (13%)
- Washington D.C. Summer Program: 14 (8%)

PILF Fellowship Recipients: 9 (5%)

Please note that the amount of PILF funding varies from year to year, and the availability of fellowships and grants depends on the funds available.

*The data is approximate based on the students’ responses.
1L Summer Employers for the Class of 2017

Abercrombie & Fitch
Air Force, U.S. (Wright Patterson)
Alliance Data
American-Arab Anti-Discrimination Committee
Bricker & Eckler
Buckeye Institute
Calfee Halter & Griswold
California State Appeals Court
Cecil & Geiser
Children’s Defense Fund
Collins & Slagle
Columbus Blue Jackets
Columbus City Attorney
Cuyahoga County Public Defender
Delaware County Prosecutor’s Office
Department of Commerce, U.S.
Department of Education, U.S.
Department of Energy, U.S.
Department of Homeland Security, U.S.
Department of Justice, U.S.
Department of Labor, U.S.
Dinsmore & Shohl
Disability Rights Ohio
District of Ohio, Capital Habeas Unit
Emens & Wolper Law Firm
Equality Ohio
Fairfield County Prosecutor’s Office
Federal Public Defender’s Office, Southern
Federal Trade Commission
Franklin County Juvenile Public Defender
Franklin County Prosecutor’s Office
Franklin County Public Defender
Franklin County Court of Common Pleas
Hahn Loeser & Parks
Hamilton County Court of Common Pleas – Judge Myers
Hamilton County Public Defender
Housing and Urban Development (D.C.)
Ice Miller
Isaac Wiles Burkholder & Teeter
Judge Advocate General Corps
Kagay, Albert, Diehl & Groebner
Kegler, Brown, Hill & Ritter
Kephart Fisher
Krugliak Wilkins
Law and Leadership Institute
Legal Aid Society of Columbus
Maguire & Schneider
Margaret Wong & Associates
Marshall & Melhorn
Montgomery County Common Pleas Court – Judge Adkins
Moritz College of Law – Research Assistants
Professor Akbar
Professor Berman
Professor Carlarne
Professor Chamallas
Professor Cole
Professor Foley
Professor Greenbaum
Dean Jenkins
Professor Kaminski
Professor Kelly
Professor Quigley
Professor Ralph
Professor Rub
Professor Rudesill
Professor Simmons
Professor Spindelman
Professor Tokaji
Muchnicki & Bittner
Nationwide Children’s Hospital
Nelson Mullins Riley and Scarborough (WV)
OCLC
Office of the Ohio Public Defender
Ohio Casino Control Commission
Ohio EPA
OSU Athletic Compliance
OSU Office of Legal Affairs
OSU Purchasing Office
OSU Real Estate & Planning
OSU Student Legal Services
OSU Technology & Commercialization
Peter G. Eikenberry, The Law Office of (NY)
Pickaway County Prosecutor’s Office
Plymale & Dingus
Porter Wright Morris & Arthur LLP
Poverty Law Center
ProMedica
Rea & Associates
Reminger
Rhiel & Associates
Shumaker, Loop & Kendrick
Smith, Rolfes & Scavdahl Co.
Southeastern Ohio Legal Services (SEOLS)
Squire Patton Boggs
State Employee Relations Board (SERB)
Steptoe & Johnson
Supreme Court of Ohio –
  Chief Justice O’Conner
  Justice Pfeifer
Taft, Stettinius & Hollister
Thompson Hine
Tucker Ellis
Tyack, Blackmore & Liston
U.S. Attorney’s Office, Northern District of Ohio
U.S. Court of Appeals for the Sixth Circuit –
  Chief Judge Cole
U.S. District Court, Northern District of Ohio –
  Judge Zouhary
  Judge Polster
  Magistrate Judge Burke
U.S. District Court, Southern District of Ohio –
  Judge Barrett
  Judge Sargus
  Judge Watson
  Magistrate Judge Newman
U.S. Senate Committees
U.S. Senator Sherrod Brown
U.S. Patent & Trademark Office
Vorys, Sater, Seymour and Pease
Zelkowitz, Barry & Cullers
Career options following law school are varied, so it is a good idea to explore your options while in law school. Each year, graduates begin their careers in local, national, and even international venues. Below is an overview of different legal career paths.

**Law Firms**

The most common place to practice law is in the private sector, in a law firm setting. From solo practice to international mega-firm, options for lawyers in law firms vary greatly, as do the areas of practice and ability to do litigation or transactional work, civil or criminal, and to practice in a small town or in a big city. In recent years, alternative career tracks have evolved within law firms. See the article that follows this sub-section to learn more.

**Judicial Clerkships**

Moritz students and graduates are encouraged to consider a state or federal clerkship in their career plans. Securing a clerkship can provide a unique, rewarding, and challenging work experience for a year or two, and an opportunity to view the law from the rare perspective of judicial decision making.

**Public Interest**

A career in public interest law can vary from representing minority groups through civil rights organizations; first amendment cases through civil liberties groups; the poor through legal services groups or legal aid societies; indigent people through public defender offices; children or people with disabilities through specialized law centers; and the incarcerated through prisoners’ rights organizations, among many other opportunities. The overarching concern is representing the interests of individuals or groups that are traditionally underrepresented in the legal system.

**Government Jobs**

There are a number of excellent career opportunities for attorneys in all levels of government - federal, state, or local. In general, government employers are looking for as diverse a workforce as its citizens, as well as practical skills gained in law school and in life. Preference may be given to those who are well rounded and will be able to “hit the ground running” and take on caseloads quickly and effectively.

**Corporate Opportunities**

Most businesses employ lawyers, either as in-house attorneys or through outside law firms to consult and handle legal issues on behalf of the corporation. In addition, businesses also hire law graduates to perform both legal and non-legal functions within the business.
Fellowships

A post-graduate fellowship is a valuable opportunity to practice law for an organization that may not otherwise be hiring full-time attorneys. Through fellowships, attorneys work with a host organization on a specified project for a defined period of time (typically one or two years). Post-graduate fellowships can involve a wide-array of practice areas, and projects typically focus on public interest practice. Moritz has developed a first-of-its-kind initiative to create fellowship opportunities in corporate legal departments.

International Careers

The Moritz College of Law offers unique programs to help build your international legal career: A Certificate in International Trade and Development and Study Abroad Programs in Oxford, England. Students who are considering international careers might also consider Foreign Language and Area Studies (FLAS) Fellowships. We can then help you identify international job opportunities in the marketplace.

Alternative Careers

Many job opportunities exist for law graduates outside of the legal field. Most of these “alternative” jobs do not require a law degree, but can be an opportunity to use the skills learned in law school without practicing law. 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 personnel.
In response to changes in the market place, along with the changing expectations of associates, many law firms are creating alternative career tracks. These new non-partner track opportunities go by many different titles, and the same title may be defined differently by different firms. Some firms have structured programs for these alternative career tracks, while others do not. Still other new opportunities have arisen from a new trend towards outsourcing.

Examples of alternative track positions with firms include staff attorneys, permanent associates, project attorneys, eDiscovery lawyers, and contract attorneys. A 2011 survey found that alternative career track positions are now common in law firms, with 76.9% of respondents reporting that their firm has staff attorneys or permanent associates (defined in the survey as performing a specific, routine type of work and not on partnership track).  

Like the titles of these alternative track opportunities, the type of work, amount of professional development, and other aspects of employment vary by firm. However, a recent review of alternative firm tracks found the following common characteristics in structured off-partner track programs: 1) lower billable hour expectations and lower pay for reduced contributions; 2) no expectation of client development; 3) training is provided and varies based on the work being done; 4) supervision and evaluation are comparable to associates but with separate competencies; and 5) while these are often permanent positions, they may be considered a stepping stone to elsewhere.

There has also been a trend towards centralized “off-site” centers for career associate-type positions. Upward mobility in such environments may include progressing to a supervisory role.

Firms and businesses are also increasingly using legal process outsourcing (LPOs) both in the U.S. and abroad. LPOs provide opportunities for attorneys to gain experience often doing temporary or contract work. The most popular work that firms and businesses outsource to LPOs is litigation support.

Since alternative track positions vary so much, below is a list of questions to help you think through these individual opportunities as they arise:

- What is the duration of the position? Is it permanent or temporary?
- What type of work does the position entail? Is the work similar to the work of associates?
- What are the billable and non-billable hour expectations?
- What is the compensation scheme, and what benefits are available?
- What training and professional development opportunities are available?
- How will you be supervised and evaluated?
- To what extent will you be integrated into the firm? Will you participate in firm events and CLEs?

In this evolving market, educate yourself about all opportunities available and think outside of the traditional associate-to-partner career path. These new opportunities allow you and a potential employer to think creatively about how you might fit with their organization. Alternative career tracks are a great way to gain experience, whether you decide to stay and progress within that role or use the experience you gain as a stepping stone in your career.

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Stepping into the Profession
Now as a Student
Connecting with Others: The Key to Finding Great Jobs

Connecting with other people is critical to a successful job search, as well as post-graduate business development and career advancement. In fact, 48% of law students get jobs through self-initiated contact with an employer or by a referral from a friend, relative, or family member. (Guerrilla Tactics for Getting the Legal Job of your Dreams, Kimm Alayne Walton, p. 662.) Many job openings are transmitted exclusively by word-of-mouth, so whenever you are job hunting, talk with the people you know about what types of jobs you are looking for. The people in your network may know others who have knowledge or even job leads in your field of interest.

Ways to connect with other Professionals

- **Join** student groups, professional organizations, or other groups to meet people with similar interests.
- **Attend presentations**, and introduce yourself to the attorneys presenting.
- Participate in **Mentoring and More @ Moritz**.
- Sign up for a **Lunch with a Lawyer**.
- Start within the walls of the **law school**.
  - Talk to your **career advisor** about **alumni** with whom you could connect based on your interests.
  - Talk to **professors** in your areas of interest to get their suggestions on practitioners with whom you could connect.
- Participate in the **Mock Interview Program**.
- Conduct **informational interviews** with practitioners in your areas of interest.
- Remember that **you are already connected** with people, so start there! Think about reaching out to friends, relatives, current and/or former employers, and your undergraduate institution. Keep them posted on where you are, and where you hope to go with your career.
- For assistance with **individualized networking ideas**, contact your career counselor.

Tips for Effectively Networking

- 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 someone new?
- **Stay organized.** Keep track of names, addresses, phone numbers, and when you spoke with or sent an email to someone.
- **Be sensitive** to how you approach people. If you ask a mentor or contact pointedly if they have a job opening, they may feel uncomfortable and cut the conversation short. Instead, share what your interests are 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.
- Always **send a thank you** note after getting together with someone, even if you know them 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 do have a job, thank them for their assistance.

Guerrilla Tactics for Getting the Legal Job of Your Dreams by Kimm Walton and Building Career Connections by Donna Gerson contain excellent discussions on networking and are available as reference books in the Career Services Office or Moritz Law Library.
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-prepared 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.

**Note:** *The Official Guide to Legal Specialties* provides an overview of 30 legal practice areas. It can be useful as a guide to determine an initial list of practice area or employer types you want to investigate.

**Choosing whom you will interview**

You can find attorneys to interview in many different ways. Here are a few ideas to get you started:

- LexisNexis and city bar directories contain lists of attorneys by specialty.
- The Moritz group on Linkedin lists students and alumni by where they live, where they work and what they do.
- The OSU Alumni Directory lists of attorneys by state, city, and practice 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. Request only 30 minutes of his/her time 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 for the interview should encompass two areas: (1) research about 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 or email one day in advance to confirm your meeting. It is also a good idea to send the individual a copy of your resume prior to your meeting so that they have 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. 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.

You should go prepared with a copy of your resume and a detailed list of questions. 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, 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.

**Follow 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 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.

**Conclusion**

If you are successful as an informational interviewer, you will have an overview of job duties and a clear sense of how well-suited the position is to your unique skills and abilities. In addition, you should know how an employer recruits and selects candidates. Finally, you should have a network of mentors who can assist in your job search. Knowledge is power in the job search and informational interviewing is a great tool for gaining understanding and connections.
Informational Interviews: Sample Request Emails

These are emails addressed to individuals you would like to meet with to explore a career option. Make clear you want only a 30 minute informational interview and that you are not seeking a job at this point.

**SAMPLE 1**

Dear Ms. Arnold:

Linda Jones, the Director of Career Services at The Ohio State University Moritz College of Law, suggested that I contact you given my interest in exploring a career advocating for students with disabilities. I would appreciate the opportunity to spend 30 minutes with you for an informational interview to help guide my curricular and career decisions. Enclosed is a resume to give you a sense of my background.

Thank you for your consideration. You have done what I hope to do: graduate from the Moritz College of Law and develop a successful and rewarding education law practice. Any guidance you may provide would be most appreciated.

Sincerely,

Jason Lyons

Attachment

**SAMPLE 2**

Dear Mr. Zimmerman:

In my research of firms which have exemplary reputations in the employment law area, I discovered Littler Mendelson. I see that your practice includes representing both small, family-owned businesses, as well as larger corporations. I am very interested in pursuing a career in employment law and would love to speak with you about your practice and any tips you might have as I choose courses and make summer internship decisions.

I am requesting an informational interview and would only take about 30 minutes of your time. I hope to get a sense of what your practice is like and what a typical day entails at your firm. I am attaching my resume so you have context on my background before coming to Moritz.

I can be very flexible with my schedule to match your availability. My contact information is on my resume, in case you have any questions. I look forward to hearing from you and to meeting in person soon.

Sincerely,

Beth Brown

Attachment
If you are **interested in practicing in an area outside of Columbus**, use your school breaks to travel to the area where you plan to practice, and reach out to Moritz alumni in that area for an informational meeting.

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**Dear Ms. Jones:**

I am a second year student at The Ohio State University Moritz College of Law, planning to move to Boston upon graduation to begin my legal practice. Since you are a Moritz alumna working in Boston, I was hoping to talk with you about the legal market and opportunities in the area.

I will be coming home over the upcoming holiday break from December 19 through January 5, and would appreciate the opportunity to spend 30 minutes with you for an informational interview. Enclosed is my resume to give you a sense of my experience.

Thanks for your consideration. I look forward to hearing from you, and hope to meet you in person soon.

Best regards,

Sally Student

Attachment
Informational Interviews: Sample Questions

Below are sample questions to ask during an informational interview, organized by what you might want to learn.

**Job Duties**
- If you were to write a job description, what would you list under your job duties?
- Can you tell me a little about your current projects?
- What is a typical workday like for you?

**Skill Factors**
- What skills are most important for success in this position?
- Are there particular courses or activities I should take advantage of while in law school to gain the skills needed for this practice?

**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?

**Career Guidance**
- How 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?
- When you are reviewing student resumes, what is your focus?
- If your firm was looking to fill a position, where would that position most likely be posted?
- What experiences outside of law school best prepared you for this position?

**Work Environment**
- It seems that every organization has its own personality. How would you characterize yours?
- What do you enjoy most about your work? Least?

**Occupational Outlook**
- What changes have you seen take place in your practice over the past few years?
- How do you see this position/field changing during the next few years?
- Where do you see the greatest growth in your organization during the next few years?

**Networking**
- What professional associations would you recommend that I join?
- 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?
In addition to proactively seeking out networking opportunities such as informational interviews, approach every day as a networking opportunity. You never know who may be in line next to you when you get your morning coffee (or who that person may know), so always be prepared to be conversational whether you are getting coffee or at a happy hour. Many people feel nervous or awkward when networking, so here is a practical guide to help you get through any networking conversation with ease.

Starting the Conversation:

Introduce yourself, and break the ice by sharing a little bit about yourself. Have an elevator speech prepared so that you are comfortable concisely introducing yourself and your interests. Then transition to ask the person you are speaking with about him or herself. A big part of being a good networker is being a good listener.

Example: Hi, I’m Beth. I’m a 2L student at The OSU Moritz College of Law, and I have been working as a research assistant this summer focused on labor and employment law issues. What area does your practice focus on?

Being an Engaging Conversationalist (and moving beyond your elevator speech):

Once you get into the heart of a conversation, how do you keep it going and move into an engaging discussion? Be a good conversationalist by being well prepared and having something interesting to discuss. Here are some ways that you can best prepare:

- **Research before an event.** For example, before attending a firm reception, research the firm generally and any current news. Being well informed will help drive interesting conversation with firm attorneys, and will show the depth of your interest in the firm.

- **Listen to the news daily.** Be knowledgeable about local and national headlines so that you can contribute your thoughts to a discussion. Avoid political or controversial topics.

- **Read business and general interest publications (not necessarily law-related).** The idea here is to be well-rounded so that you can easily move in and out of a variety of topics.

- **Be prepared to answer the question “what do you like to do in your spare time?”** And the more specific your answer, the more likely it will lead to engaging conversation. For example, if you say “I like to run” that is not as likely to spark conversation as if you say “I like to run, and I am training for my first half marathon right now.” When you are talking about interests, look for commonalities and things that connect you to the person with whom you are speaking.

Ending the Conversation:

Thank the person for their time and if they are someone you would like to stay in touch with try to pave the way for future communication. Here are a few examples of how you might end a networking conversation.

Example:

Jim, it was really nice speaking with you. I am going to say hello to a few other people, so if I don’t run into you later, hopefully I will see you at another event soon. Here is my card; I think it would be great if we could stay in touch.
Example:

Laura, thanks so much for talking with me. It was really interesting to learn more about the Toledo legal market. I would love to pick your brain over coffee the next time I am in town. Here is my card; I hope we can stay in touch.

Overall, remember that everyone is in the same boat and probably feels a little nervous about networking. Everyone you talk with will be different, and your approach to conversation will vary accordingly. Hopefully the tips listed will help you navigate a variety of situations, and will help you be a great conversationalist.
Preparing for Your Job Search
Job Fit: Assessing Your Strengths and Interests

The best law is practiced by men and women whose practices fully utilize their unique skills and strengths. The Career Services staff is committed to helping you find the best job fit possible.

Assess Your Strengths and Career Options

- Take the StrengthsQuest personality profile. This 40-minute online assessment provides you with immediate feedback about your top five individual strengths. You can then access materials developed by Professor Deborah Merritt that link your strengths to specific fields of law at https://moritzlaw.osu.edu/careerservices/strengthsfinder/index.php. Contact Kylee Gonzalez at Gonzalez.571@osu.edu or 247-7805 to get your username and pass code.

- Review The Official Guide to Legal Specialties, a guide that features information about 30 different legal practice areas and different sectors of the market, including government, private practice, corporate, and public interest.

- Conduct informational interviews with attorneys who do the type of work that interests you.

- Use Career Services expertise to figure out how to best highlight your unique strengths, and to demonstrate the relationship between your strengths and a specific employer’s needs.

- Attend 1L Academy and other career services programs to learn more about legal career options.
Job Search Timelines: 1L Timeline

Fall Semester

- Attend 1L Academy, Jump Start Week, and other career services programs.
- Register for the Mock Interview Program.
- Join student groups that are related to your career interests.
- Students seeking Public Interest Law Foundation (PILF) Fellowships to fund unpaid summer positions need to be aware of the criteria and the selective nature of the fellowship process, which may include required fall semester activities.
- Be aware of fall application deadlines, which include the Summer in Oxford Program, and the Washington D.C. Summer Program.
- Research large firm employers at nalpdirectory.com.
- Prepare a legal resume and cover letter.
- Meet with your career advisor after Oct. 15 to have your resume and cover letter reviewed, and to gain access to Symplicity.
- Get to know professors so they can serve as references for you in the judicial clerkship process and for other opportunities, such as research assistant positions.
- Be aware, Dec. 1 is the earliest date NALP employers are permitted to interview or make offers to 1L students regarding summer employment.
- Send resumes to large firms or federal government employers on or shortly after Dec. 1.

Winter Break

- Develop a list of networking contacts.
- Schedule informational interviews and meet with contacts during break.
- Map out your preferred plan for the summer and a back-up plan and begin initiating contact with potential employers.
- Ensure your application documents are ready to go.
- Familiarize yourself with Symplicity, and check frequently for announcements and on-line job postings.

Early Spring Semester

- Continue to check Symplicity announcements and on-line job postings regularly.
- In February, participate in Opportunity Forum interviews and table talk to meet government and public interest employers and apply for summer positions.
- Participate in Spring On-Campus Interviews.
- Attend information session on post-graduate judicial clerkships.
- Apply for the judicial externship program.
- Apply for the government and non-profit externship program.
- Attend information session on on-campus interviews (OCI) and off-campus job fairs through the National Law School Consortium (NLSC).
- Attend other career presentations and programs sponsored by employers.
• Talk to professors about research assistant positions for the upcoming summer.
• Brainstorm with your career advisor about 1L job opportunities and strategies.
• Watch for deadlines regarding fellowships.
• Apply for financial aid/submit your FAFSA by the priority deadlines.
• Apply for PILF Fellowship funding if you plan to volunteer for a public interest employer.
• Request reciprocity if you are looking for out-of-state employment so you can use another law school’s Career Services Office over spring break.
• Follow up with employers to whom you have sent applications, and let them know you are free to interview over break.

Spring Break
• Schedule a few informational interviews to learn about your preferred practice areas and to meet with one or two alumni in your preferred city.

Late Spring Semester
• Continue to apply for positions.
• Check Symplicity often for late-breaking job opportunities.
• Maintain a current resume on Symplicity.
• Consider volunteering and taking for-credit summer classes.

Summer Break
• Participate in the law journal application process and writing competitions.
• Update your resume on Symplicity to include your summer work experience and your spring semester grades, and have your career advisor review your updated materials.
• Research all bar exam deadlines in the states where you are considering taking the bar.
• Map out your preferred plan for the summer following your 2L year and a back-up plan.
• Apply on Symplicity for Fall OCI positions for your second summer. The deadlines are typically in mid-July and late August, respectively.
• Apply for post-graduate judicial clerkships.
• Send letters to large firms not participating in OCI between mid-July and mid-August.
• Research and target small and medium-sized firms which do not participate in OCI. Hiring timelines are typically later for these employers, but begin networking.
• If you are seeking an out-of-state position, review job fairs and resume collections on Symplicity. Also apply for opportunities through the NLSC programs. Applications are typically due in mid-July.
• Apply for the Department of Justice Honors Attorney Program. Deadlines are usually in late August or early September.
• Apply for the Federal Government Honors Programs.
Timelines: 2L Timeline

**Fall Semester**

- Meet with your career advisor to discuss your job search.
- Check Symplicity regularly to view current job postings.
- Participate in Fall OCI sessions.
- Continue applying to Federal Government Honors Programs.
- Attend the Equal Justice Works Career Fair and Conference in Washington, D.C. in October if you are interested in public interest careers.
- Research nationwide job opportunities through the BYU Intercollegiate Job Bank at [http://www.law2.byu.edu](http://www.law2.byu.edu). (Username and password available on the Moritz website.)
- Follow up with employers to whom you have applied and let them know you will be available to interview during fall break.
- Keep track of all bar exam deadlines in the states you are considering practicing law. For Ohio, file an application to register in early fall.
- Attend office hours and get to know professors. If applying for judicial clerkships, approach professors who can write letters of recommendation and provide them with your resume and transcript for reference.
- Network! Network! Network! Set up informational interviews during fall break.

**Winter Break**

- Schedule and attend interviews with out-of-state employers.
- Conduct informational interviews with alumni in your preferred city.
- Research and target small and medium-sized firms which do not participate in OCI; hiring timelines are typically later for these employers, but begin networking.

**Early Spring Semester**

- Check Symplicity announcements and on-line job postings regularly.
- Participate in Spring OCI and Opportunity Forum OCI in February and March.
- Attend the Opportunity Forum table talk to meet government and public interest employers and apply for summer positions.
- Apply for the judicial externship program.
- Apply for the government and non-profit externship program.
- Request reciprocity if you are looking out-of-state so you can use another law school’s career services office over spring break.
- Apply for PILF Fellowship funding if you plan to volunteer for a public interest employer.
- Apply for financial aid/submit your FAFSA by the priority deadlines.
- Make an appointment with your career advisor to brainstorm 2L summer job opportunities and strategies that you may not have considered.
- Attend information session on post-graduate judicial clerkships and continue applying.
- Follow up with employers to whom you have applied and let them know you will be available to interview during spring break.
**Spring Break**
- Interview with out-of-state employers, including government, public interest, and small/medium firms who do not recruit in the fall.
- Network! Network! Network!

**Late Spring Semester**
- Check Symplicity often for late-breaking job opportunities.

**Summer Break**
- Update your resume on Symplicity to include your summer work experience and your spring semester grades, and have your career advisor review your updated materials.
- If you have not yet received an offer from your 2L summer employer, apply on Symplicity for Fall OCI and NLSC off-campus job fairs.
- Research and target small and medium-sized firms which do not participate in OCI; hiring timelines are typically later for these employers, but begin networking.
- Map out your preferred career plan for after graduation and a back-up plan. Know the hiring time-frames for employers you are targeting.
- Research all bar exam deadlines in the states you are considering practicing law.
- Complete Public Interest Fellowship Applications. Contact Cybele Smith for guidance.
- Continue applying to judicial clerkship opportunities.
- Apply for the Federal Government Honors Programs.
- Apply for the Department of Justice Honors Attorney Program.
Timelines: 3L Timeline

Fall Semester

- Meet with your career advisor to discuss your job search.
- Complete the required career services fall exit interview.
- Participate in Fall OCI.
- Apply to local employers for school-year jobs to enhance opportunities for full-time offers.
- Apply for the Presidential Management Fellowship. Deadline is generally mid-October.
- Apply for state judicial clerkships.
- Attend job fairs around the country that match your interests.
- Apply for public interest fellowships with early application deadlines.
- Continue to build your network; stay in touch regularly with your contacts.
- Join the local bar association and any working substantive committees of interest in your area of geographic preference.
- Request reciprocity through career services so you can use other law schools’ career services offices during winter break.
- Follow up with employers to whom you have applied and let them know you will be available to interview during winter break.

Winter Break

- Gather information about the legal practice in your preferred city. Review local legal publications.
- Conduct informational interviews with contacts in your preferred city. Career Services can help you develop a list of contacts.

Early Spring Semester

- Update your resume on Symplicity to include your work experience and your fall semester grades.
- For Ohio, file an application to take the bar exam. Historically, the late application to register as a candidate for the July bar has been due in mid-January. For deadline and admission information, see www.supremecourt.ohio.gov/AttySvcs/admissions/default.aspx.
- Continue to check Symplicity announcements and on-line job postings weekly.
- Participate in Spring OCI, including Moritz Corporate and Public Interest Fellowships.
- Talk to professors in the substantive areas you enjoy about your job search and ask about any contacts they may have.
- Follow up with employers to whom you have applied and let them know you will be available to interview during spring break.

Spring Break

- Interview with out-of-state employers, specifically government, public interest, and small/medium firms who do not recruit in the fall.
- Network! If this is difficult for you, your career advisor can help you get started.
**Late Spring Semester**

- Check Symplicity often because employers contact career services with late-breaking job opportunities throughout the spring.
- Talk to your current employer about permanent employment or other job leads.
- Apply to Moritz Corporate Fellowships and Public Interest Fellowships.
- Apply to state judicial clerkships with spring deadlines.
- Apply to public interest positions with late deadlines.
- Identify and apply to small firms. Call to determine hiring needs.
- Continue to strategize with your counselor. Career Services refers students to employers throughout the year, but we have to know you are still looking.
- Identify and consider applying to legal temporary agencies in the market(s) where you would like to work.
- Complete a Career Services Graduate Employment Survey through Symplicity.
- Apply for Career Exploration Grant to receive stipend to work experience before or after bar exam (be on the lookout for deadlines from career services).

**After Graduation**

- Prepare for and take bar exam.
- Keep in contact with your career advisor for assistance with your job search after graduation.
- Stay active by developing a plan of activity each week.
- Join and take an active role in your local bar association and relevant committees, including new lawyers committees.
- Begin or develop your social media presence, write articles, start a blog, add to your resume.
- Volunteer.
- Investigate contract work; research legal temporary agencies.
- Use informational interviewing to meet new practitioners and to expand your network.
- Review the 3L timeline tips above to re-visit researching employers, job search opportunities and websites.
- Pick up the Professional Development for Alumni handbook from career services.
- Apply for Career Start Grant after bar exam results to receive stipend during job search (be on the lookout for information from Career Services).
Putting Together Your Application Materials
Resumes

Legal Resumes that Get Results

A resume has one purpose—to motivate an employer to invite you to interview. Consequently, a legal resume is more than a biographical sketch. It is a marketing document designed to show the fit between your credentials and an employer’s needs. A successful legal resume:

- Concisely outlines your academic and employment background; and
- Demonstrates the fit between what you want and what the employer needs.

Think of your resume as a blueprint for future interview discussions. Your resume content and organization should steer the interview conversation in the direction of your strengths. Resume content should show the relationship between what you have to offer and what the legal employer values. Additionally, your resume should be tailored to fit the job for which you are applying. This might mean reworking your resume content to emphasize certain skills and employment history applicable to that specific job opportunity.

Self-Assessment

Begin resume preparation with an inventory of your unique strengths. The StrengthsQuest profile available through Moritz Career Services can help you identify your top strengths and how they relate to legal practice and specific substantive areas.

Next, make a comprehensive list of past work or school successes. The choices you make about resume content will come from this list of accomplishments and experiences. Examine the list for common themes and relevance to the practice of law. The list should include:

- **Work Experience**: identify skills transferable to the practice of law such as research, writing, analysis, teamwork, and counseling.

- **Undergraduate and Graduate Academic Experience**: note degree, major, minor, scholarships, awards, honors, athletics, leadership positions in organizations, and significant writing experiences such as a thesis.

- **Volunteer and Pro Bono Experiences**: identify skills transferable to the practice of law such as familiarity with a client group, entitlement programs, or specific governmental policy or social issue.

- **Law School Experiences**: journals, Pro Bono Research Group, trial, appellate, and negotiation competitions, clinics, PILF, certificate programs, research assistantships, Oxford and Washington, D.C. programs.

- **Special Skills**: language proficiencies, publications, or CPA.

- **Interests**: travel, hobbies, musical performance, or other unique experiences.
What Legal Employers Value

As you analyze your strengths, keep in mind those qualities legal employers seek in candidates. According to “In Search of the Successful Lawyer” in the National Association for Law Placement Bulletin, law firm recruiters most value:

- Intelligence
- Political and interpersonal savvy
- Analytical, research, and writing skills
- Personal integrity
- Initiative
- Institutional loyalty
- Entrepreneurial and client development potential
- Ambition, drive, and ability to handle pressure

Understanding the relationship between what legal employers value and what you have to offer will help you construct a resume that emphasizes your fit with employers’ needs.

Involvement

Participating in student or community groups is a great way to gain experience and meet people within the legal profession. Joining student and community groups will also help demonstrate the fit between what you want and what an employer needs. For example, including that you are a member of the Health Law Society on your resume will help reinforce to an employer with a busy health law practice group that you are interested in working in that area.

Develop an Agenda

Before you put a single word on paper, 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.” As you develop your resume content, emphasize experiences that support your individual agenda.

Resume Construction

1. Contact Information

Your resume should include the name you will use professionally and contact information including your address, phone number, and email address. If you have ties to a geographic area you wish to emphasize, include both permanent and local contact information.

2. Academic Information

Like all other resume information, academic information should be presented in reverse chronological order with the most recent information listed first. Include school name, location, degree date or anticipated date, major/minor, and grade point average for all post-high school institutions. If you are a dual degree candidate, treat each degree as a separate entry on the resume.
3. Grades

Your law school performance can be listed as a letter grade, class rank, numerical average, grade point average or some combination. Generally, list grades if you possess an 85/100 or higher academic average or a 3.0 or higher GPA. A Moritz career counselor can help you choose the most advantageous way to present your grades.

4. Honors and Extracurricular Activities

Any honors and extracurricular activities should be listed based upon their ability to allow you to talk about strengths valued by legal employers. If you want to demonstrate leadership to an employer, list the organization in which you served as president first. Employers are most likely to ask you about the first item in any series you list. Include honors that demonstrate unique, personal successes. For example, an employer will give more weight to individual recognition as the top Sociology graduate than to a recognition many students share.

5. Employment

Employment should include employer name, location, dates, and your title. Emphasize duties transferable to the practice of law and, when possible, use the CAR approach:

- C=Context. It can include employer size, market, your assignment or goal;
- A=Action. What you did to accomplish specific goals; and
- R=Result. The outcome of your work or any improvements you made.

For example, after giving context by listing XYZ bank in your employment heading, your bulleted description could state: “Negotiated 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, but you can still highlight skills relevant to the legal profession. For example, if you were a resident assistant you might say: “Responsible for the well-being of 30 students (context) which involved dispute resolution (skill relevant to law practice), discipline, and administrative duties (action).”

If you have a very specific practice or market sector goal, tailor your resume accordingly. To emphasize an interest in labor and employment law, you may want to list all education highlights, research assistantships, related jobs, and faculty references into a single section of the resume. A Moritz career counselor can help you tailor a resume to a specific practice area or type of employer.

Dividing employment into categories may help you emphasize experiences by moving them higher on the page. If you have law-related experience, you might separate employment into “law-related experience” and “additional experience” categories.

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. Military Service

You may list military service in the employment section or create a “Military Service” category if you wish to give it greater emphasis. Quantify when possible, “Supervised a battalion of 500 soldiers.”
7. Publications

If you have more than one publication, you may want to create a separate “Publications” category to draw attention to a skill transferable to the practice of law.

8. Special Skills and Interests

Languages and level of proficiency, special licenses or certifications can be listed in a category titled “Special Skills.” This could also be expanded to a “Skills and Interests” section, and include interests that will differentiate you from other candidates, such as “Murdoch Australian Rules Football,” or “recognized for excellence in acting,” or “Boston Marathon competitor.” Once hiring credentials are met, employers want to hire people who will be enjoyable co-workers. Discussing your interests allows an employer to know you better and builds important rapport.

9. Volunteer Activities

Volunteer activities are particularly important to public interest employers. Emphasize Pro Bono Research Group and PILF activities, community service, or evidence of your experience with a client base public interest employers serve. However, you may be questioned about anything you put on your resume. If you are a member of an organization that may be controversial or that may lead to questions which can be interpreted as discriminatory, you may not wish to include it on your resume. (See Equal Opportunity Interviewing.)

10. References

References can be but are usually not listed on the resume. When requested to produce references, provide a separate page with the heading, “References for (Your Name).” Include the name, title, employer, address, phone, and email address for the individuals you list. Law professors, undergraduate professors, and prior employers are appropriate references; relatives and friends are not. Be sure to get prior approval before listing a person as a reference. It is a good idea to provide your references with a current copy of your resume so they can refer to it if called. For more information on references, see the “Additional Documents” subsection of the “Putting Together Your Application Materials” section in this handbook.

11. Mechanics

Appearance is another key to a good resume. If, upon first glance, your resume appears wordy, unattractive, and tough to read, it probably won’t be read. The following mechanics enhance readability:

- Do not use personal pronouns on your resume, i.e., “I,” “me,” or “my.”
- Use action verbs and phrases instead of sentences or paragraphs. For example: “drafted legal memoranda,” “researched the elements of a breach of contract cause of action.”
- Avoid a cluttered appearance. Have equal right and left, top and bottom margins, 1 to 1-1/4 inches all around.
- White space and a 10.5, 11, or 12-point type face increase a resume’s readability.
- Make absolutely sure you have no typographical errors or misspelled words on your resume.
- Use **boldface**, *underlining*, or *italics* for emphasis.

Although the traditional view is that resumes should be one page, a reader-friendly, two-page resume is preferable to a crammed, hard-to-read single page. If you choose to have a two-page resume, type your full name in the top left hand corner of page two with the page number directly beneath it. Do not print on the back of pages.
Finishing Touches

Revisit your agenda of what you want the interviewer to know about you at the end of the interview. Go through the resume line by line to see where the best opportunities are to discuss your strengths and think through 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 list a job in which you handled multiple 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.

Think strategically and utilize the expertise of the Moritz career counselors to make sure your resume is working effectively to showcase your strengths. We look forward to working with you to develop a resume that gets results.
Resumes: Format Guide

Order of headings: The headings are numbered in the order that is recommended. Headings should be bolded.

1. **NAME AND ADDRESS** - Give addresses that show your link to the employer’s location, if possible. Bold your name and use the name you go by.

<table>
<thead>
<tr>
<th>SAMPLE</th>
<th>Linda Jones</th>
<th>Dallas Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Address:</td>
<td>123 Any Street</td>
<td>456 Any Avenue</td>
</tr>
<tr>
<td></td>
<td>Columbus, OH 43201</td>
<td>Dallas, TX 01234</td>
</tr>
<tr>
<td></td>
<td>(614) 999-9999</td>
<td>(999) 999-9999</td>
</tr>
</tbody>
</table>

2. **EDUCATION** - Education should be listed in reverse chronological order, and should include the following:
   - School, location.
   - Degree (spelled out) and anticipated month and year of graduation.
   - GPA or rank. If you are in the top half of the class, you should include this.
   - Include honors and activities under the appropriate school in order of importance. Include officer positions.

<table>
<thead>
<tr>
<th>SAMPLE</th>
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<tbody>
<tr>
<td>EDUCATION</td>
</tr>
<tr>
<td>The Ohio State University Michael E. Moritz College of Law, Columbus, Ohio</td>
</tr>
<tr>
<td>Candidate for Juris Doctor, May 2012</td>
</tr>
<tr>
<td>- GPA: 88.9; Class Rank: Top 35%</td>
</tr>
<tr>
<td>- <em>The Ohio State Law Journal</em>, Managing Editor</td>
</tr>
<tr>
<td>- CALI Award for highest grade in Contracts</td>
</tr>
<tr>
<td>- Distinguished Merit Scholarship, Academic Promise Award</td>
</tr>
<tr>
<td>- Business Law Society, Secretary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAMPLE</th>
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</thead>
<tbody>
<tr>
<td>The Ohio State University, Columbus, Ohio</td>
</tr>
<tr>
<td>Bachelor of Science in Computer Science, <em>cum laude</em>, May 2005</td>
</tr>
<tr>
<td>Bachelor of Arts in History, <em>cum laude</em>, May 2005</td>
</tr>
<tr>
<td>- Pre-Law Society, President</td>
</tr>
<tr>
<td>- Phi Beta Kappa</td>
</tr>
</tbody>
</table>

3. **EXPERIENCE** (alternative headings: LEGAL EXPERIENCE, EMPLOYMENT)
   - List in reverse chronological order (from the end date of the experience).
   - State the employer name, your title, location, and dates of employment.
   - List brief, active descriptions of your top responsibilities or assignments.
• Descriptions should be written in present tense for current positions, and past tense for former positions.
• If your resume is too long, consider omitting college or high school jobs, or just list with no job description.

**EXPERIENCE**

**Gold & Silver, LLP, Columbus, OH**  
*Summer Associate, Summer 2010*

- Performed legal research and drafted numerous motions and memoranda regarding property, real estate and zoning law.
- Drafted appellate briefs to the Ohio Tenth District Court of Appeals.
- Assisted partner in writing book on eminent domain law in Ohio.

**4. INTERESTS, SKILLS, ACTIVITIES, COMMUNITY SERVICE**

- Use these headings or a combination of them.
- Always include foreign language proficiency if you have one.
- Include only exceptional computer skills.
- Include hobbies, particularly if a good talking point, and be specific. Hobbies are not generally capitalized. (Reading mystery novels, tennis, skiing.)

**SKILLS AND ACTIVITIES**

- Fluent in Spanish and proficient in French.
- Created award winning music video.
- Play flute and piano.

**5. PUBLICATIONS** - If you are publishing a law journal note, it can be listed under your law school education. If you have several publications, you can list as a separate category after “Experience.”

**PUBLICATIONS**

- Published editorials on American Pop Culture for *ABC Newspaper*, Utopia, New York.
25 Random Things About Law Student Resumes

1. **A legal employer is likely to spend less than 30 seconds on his or her initial review of your resume.** Prove that you think like a lawyer by creating a resume in which you are an advocate for yourself.

2. **Typos are NEVER ok.** Never. Employers look at the resume as your first work product.

3. **Spelling and grammatical errors are the kiss of death** and are likely to immediately eliminate you from consideration.

4. **All information must be 100% accurate** (don't round up your GPA, don't fudge employment dates, etc.). Assume employers are conducting a background check (it's likely they are).

5. **Assume employers will do a Web search of your name; clean up all social networking and blog posts before you send out your resume.**

6. **Be prepared to discuss everything on your resume** (if you mention the thesis you wrote as a college senior, you should be prepared to talk about it, even though you may feel it was a long time ago).

7. **Avoid using the existing resume templates in Word.** The templates don't allow for the necessary editing and adjustments needed on a legal resume and can, in fact, show a lack of effort and creativity in producing the best possible resume.

8. **In the heading, use contact information that will make it easy to reach you.** Remember that employers don't text; they phone. Make sure your voice mail message reflects your professionalism. Make sure your email address reflects your professionalism, as well (use yourname@lawschool.edu rather than crazynickname@gmail.com).

9. **If you are looking for a position in your hometown but your law school is in another city, include both your permanent and your campus address list just one email address and phone number.** This helps employers identify your ties to the geographic location in which you're interested.

10. **Limit your resume to one page.** How will you be able to identify the critical legal issues on an assignment if you are unable to edit your resume to one page?

11. **Employers like hard data and facts.** **Quantify where possible.** For example, "Organized school wide fund raising auction. Chaired committee of 13 students; raised $7500 for public interest scholarship."

12. **Include your interests only if they are interesting, authentic and descriptive.** Example: Don't list "baseball" unless you know everything about baseball at all levels; instead list "avid "Cubs fan"----but be thoroughly prepared to talk about the Cubs, and baseball, in great detail.

13. **Use white space, underlining, bold, capital letters, italics and font size thoughtfully.** Your decisions on these matters reflect your good judgment.
14. **Don't use fonts smaller than 10 point.** Attempts to save space with small fonts and narrow margins may challenge a reader wearing bifocals or reviewing your resume by the poor light of a commuter train or the coach seat of an airplane.

15. **Keep position descriptions active and short.** There is no need to repeat activities from one job to the next; concentrate on showing how you acquired additional skills or experience. **Concentrate on identifying transferable skills.**

16. **Do not include a job objective or personal data.** To do so shows you are ignoring the advice of your career services office and that you're unfamiliar with the needs and concerns of today's legal employers.

17. **Remember that the experience section of your resume may include clinical work, internships/externships, research assistantships, volunteer work, etc., as well as paid positions.**

18. **If you include your language skills, be sure to indicate your level of fluency:** "Fluent in Spanish; proficient in Italian." If you indicate that you're fluent or even conversationally adept in a language, be prepared to answer questions and converse in that language.

19. **Use active verbs in your work descriptions and begin your phrases with those action verbs. Avoid passive voice, as well as the phrase "responsible for."**

20. **Be consistent in format, punctuation and use of emphasis (underlining, italics, capital letters, etc.) from one position to another and one section of the resume to another.** Your ability to do so shows your attention (or inattention) to detail.

21. **Consider whether your honors and activities need to be explained, and if they do, provide a brief explanation.** Unless they attended your school, employers are unaware that "Bronze Tablet" honors indicate that you graduated in the top 3% of your undergraduate class and that participating in the law school activity "Streetlaw" involves teaching inner city high school students about the legal system.

22. **Transfer students should include their 1L school.** Legal employers want a full and accurate description of your education. Take pride in your outstanding performance at your 1L school by sharing information about your time there, including leadership activities and honors.

23. **Time gaps in employment are not acceptable.** Explain any gaps.

24. **It's hard to read dates written in numerical format (6/07-9/08).** Instead, spell out the months, avoiding abbreviations (June 2007-September 2008). If you are describing a summer job or a school year internship, it is fine to list "Summer 2008" or "Fall 2009."

25. **Do not waste space by including a line at the bottom of the resume reading "References available upon request."** Include references on a separate sheet, using a heading that matches your resume heading in form and listing the references’ contact information and the nature of the references’ connections with you (torts professor, legal writing instructor, supervisor, etc.).

**ACTION VERBS**

Here is a list of action verbs for your use when drafting and finalizing your resume. Remember this is only a list. They are grouped into categories, but that by no means should limit your scope or directly apply to a job function you performed.

<table>
<thead>
<tr>
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### Teaching Tasks

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### Computer and Technical Tasks

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### Helping Tasks

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### Creative Tasks

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### Financial Tasks

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</tbody>
</table>

Keep in mind that the action verbs on this list are in **past tense**. Specifically, these **past tense** verbs should be used in all resume statements for experiences that have been completed and that you are no longer participating in at the present time. In contrast, for those experiences you are currently doing (i.e., date – Present), you need to change the action verb to **present tense**. Please contact your career counselor with any questions.
Sample Resumes

Being a Competitive Candidate on Paper

The following pages show different ways to present yourself as a candidate on your resume. You will see different examples of how to tailor your resume based on your education, experience and achievements.

Outline

Resume Samples 1-3:
These samples demonstrate first year resumes by candidates that do not have law school grades or prior legal experience.

Resume Samples 4-8:
These sample resumes demonstrate different ways candidates can highlight professional work experience, unique experiences and interests, and a range of academic achievements.

Resume Sample 9:
This sample shows how you can tailor your resume to a job posting, in this case for a position focused on white collar crimes and business. As shown, tailoring your resume to emphasize key points discussed within the job posting will make you stand out as a candidate. While this example highlights a particular substantive area, you can also do this by highlighting your skills that pair with a job posting well. For example, if the job posting emphasizes writing, highlight your undergraduate thesis, your journal note, and the writing work you have done through your work experience. You could also highlight your work in a particular sector of the law (i.e. Government Experience; Public Interest Experience).

Resume Sample 10:
This sample shows how to explain your class rank if you find yourself on the edge of a higher ranking band.

Resume Sample 11:
This sample shows how to highlight work experiences while de-emphasizing grades and class ranking.
Samantha R. Student
123 Moritz Ave., Columbus, Ohio 43215 • (614) 555-1234 • student.123@osu.edu

EDUCATION

The Ohio State University Moritz College of Law
Juris Doctor Candidate
Columbus, OH
May 2015
• 1L Moot Court Competition, 2nd Best Overall Team
• Public Interest Law Foundation
• American Constitution Society

Michigan State University
East Lansing, MI
Bachelor of Arts, International Relations, James Madison College, magna cum laude
May 2012
 Bachelor of Arts, Political Science-Prelaw, College of Social Science, magna cum laude
May 2012
• Specializations in Western European Studies and Political Economy
• Senior Honors Thesis: “Rule of Law: A Consequence of History and Foreign Intervention”
• Study Abroad: International Relations in Brussels, July 2010

EXPERIENCE

Residence Halls Association (RHA), on-campus student government
East Lansing, MI
President
April 2011-April 2012
• Represented 15,000+ on-campus residents in correspondence with MSU administrators and the press

Ohio Senate
Columbus, OH
Research Intern
May-August 2011
• Researched the history, implementation, and effects of legislation in Ohio and other states on unemployment notification, redistricting, and sentencing reform
• Wrote memoranda for senators and staff members for bills to be heard in committee and on the floor
• Strategized with caucus staff on media and legislative plans for the session

Roosevelt Institute Campus Network
East Lansing, MI
Policy Writer for the student-run public policy organization
September 2010-December 2011
• One of ten policy articles published in the 2011 national 10 Ideas for Education
• One of nine policy articles published in the Roosevelt Mirroring the Midwest journal, Spring 2011

COMMUNITY INVOLVEMENT AND ACTIVITIES

• Alternative Spring Break, Site Leader for two service trips to New York City and Mission, SD
• Fourteen-year study of jazz and classical piano
Sample 2

SAM STUDENT
123 N. High St. • Columbus, Ohio 43210 • student.1@osu.edu • 614.123.4567

EDUCATION

The Ohio State University Moritz College of Law, Columbus, Ohio
Juris Doctor Candidate, May 2015
• Real Estate Law Association
• Mentoring and More @ Moritz Program

The Ohio State University, Columbus, Ohio
Bachelor of Arts in Political Science with Honors, June 2012
GPA: 3.8/4.0 magna cum laude
• Induction into selective Ohio State Honors Program
• Nominated for Political Science ‘Student of the Year’
• Seminar paper titled, “XYZ”, published by ABC Publisher in the book Title of Book

EXPERIENCE

The Ohio State University
Political Science Teaching Assistant Columbus, Ohio
September 2010-June 2012
• Communicated orally and electronically with over 50 students to convey course material
• Responsible for all grading of written essay answers covering broad topics in international relations
• Assembled statistical grade analysis to provide a quantitative breakdown of the class performance

United States Senator Sherrod Brown
Intern for the US Senator Sherrod Brown’s Columbus Office Columbus, Ohio
March-June 2012
• Assisted professional staff members in providing Ohio residents with federal services
• Researched and reported new legislation and its effect upon Sen. Brown’s constituents
• Responded to mail, email, and telephone correspondence from constituents

OSU Outdoor Recreational Sports Facilities
Outdoor Facility Manager Columbus, Ohio
June 2011-April 2012
• Managed over 60 acres of OSU Outdoor Facilities, a national recognized department
• Organized programs for at-risk youths to involve the community through physical activity and sports, while deterring these young men and women from dangerous behavior
• Arbitrated conflicts between patrons in a pragmatic fashion that suited all interests

ACTIVITIES AND INTERESTS
• Enjoy playing on soccer and ice hockey recreational teams
• Avid reader of political non-fiction
Sample 3

Student Athlete
1234 California Street, Columbus, OH 43210
(123) 456-7890, athlete.1@osu.edu

EDUCATION
The Ohio State University Moritz College of Law, Columbus, OH
Juris Doctor Candidate, May 2017
● Business Law Society
● Mentoring & More at Moritz

University of Southern California, Los Angeles, CA
Bachelor of Arts, Political Science, May 2014
● Earned degree in three years
● Intercollegiate Swim Team, Team Captain (2013-2014)
  ○ Academic All-Pac 12 (2011-2014)
  ○ Scholar Athlete (2011-2014)
● Athletes-for-Students, Tutor (fostering literacy for second graders in high-need schools)

EXPERIENCE
Joe Smith 2014 Gubernatorial Campaign, Los Angeles, CA
● Assisted CFO managing the campaign finances and communicating with campaign staff members regarding reporting requirements.

USA Swimming, North Texas Executive Board, Dallas, TX
Athlete Representative June 2010-Dec. 2012
● Selected as one of two athletes to represent area members on 10-person board.
● Served during the successful addition of two new clubs and reformation of league competitions.

City of North Dallas Swim Club, Dallas TX
Swim Instructor May 2011-Aug. 2011
● Established club’s swimming lessons and taught adults and children of all levels
● Advertised in various media and established clientele for both group and private swim lessons including children with special needs, as well as with adult non-swimmers

Dick’s Sporting Goods, Dallas, TX
● Responsible for sales, inventory, record-keeping, and processing special orders

MEMBERSHIPS AND ASSOCIATIONS
● Columbus Bar Association and American Bar Association
● University of Southern California Men’s Varsity Alumni Association
● USA Triathlon
JOHN A. BUCKEYE  
1234 N. Anywhere St., Apt. 12., Columbus, Ohio 43210  •  (614) 555–1234  •  buckeye.1@osu.edu

EDUCATION

The Ohio State University Moritz College of Law, Columbus, Ohio  
Juris Doctor Candidate, May 2015  
Class Rank: 35-50%; GPA: 3.25
  •  CALI Awards for Excellence (highest grade) in Law I (Legal Writing), Contracts, and Property  
  •  Ohio State Law Journal  
  •  Moritz 1L Orientation Co-Counsel  
  •  Mentoring and More @Moritz

Miami University, Oxford, Ohio  
Bachelor of Arts in Political Science; Economics Minor, May 2012  
GPA: 3.90
  •  Sigma Nu Fraternity-Vice President; Philanthropy Chair  
  •  Morris Hall Community Council-President

LEGAL EXPERIENCE

The Ohio State University Moritz College of Law  
Research Assistant to Professor Guy Rub  
Columbus, Ohio  
May 2013-Present  
  •  Research and draft memoranda on topics such as federal copyright preemption of state contract law, the intersection of copyright law, contract law and economics, and the “no read” problem for boilerplate provisions in consumer contract law

The Ohio State University Moritz College of Law  
Research Assistant to Professor Stephanie Hoffer  
Columbus, Ohio  
May 2013-Present  
  •  Perform research involving the legislative history and current status of the ABLE Act and various aspects of tax law  
  •  Research and draft memorandum evaluating the success rate of Collection Due Process and Innocent Spouse claims in Tax Court

United States District Court for the Southern District of Ohio  
Judicial Extern to Magistrate Judge Elizabeth Deavers  
Columbus, Ohio  
May 2013-July 2013  
  •  Drafted legal memoranda used to inform court opinions  
  •  Researched issues before the Court including Eighth Amendment claim of excessive force, medical negligence affidavit-of-merit requirement and Title VII right-to-sue letter requirement  
  •  Attended court hearings

ADDITIONAL WORK EXPERIENCE

Goulder Electric  
Warehouse Laborer  
Concord, Ohio  
May 2012-August 2012  
  •  Worked 40 hours a week of manual labor, including pulling and delivering electrical equipment and assisting electricians in installation and repairs of electrical systems

East Coast Original Frozen Custard  
Shift Manager  
Mentor, Ohio  
February 2006-August 2012

INTERESTS

Long distance running, snowboarding, waiting for a Cleveland sports championship
EDUCATION
The Ohio State University Moritz College of Law, Columbus, OH
Juris Doctor Candidate, May 2014
GPA: ___; Numerical Average: ___; Top ___%
  • Ohio State Law Journal, Staff Editor
  • CALI Excellence for the Future Awards (for highest grade) in Legal Writing and Analysis I and II
  • Public Interest Law Foundation Member

University of Notre Dame, South Bend, IN
Bachelor of Arts in Marketing and Spanish, May 2008
GPA: __/4.0
  • Studied abroad in Toledo, Spain at the University of Ortega and Gasset, 2006-2007
  • Cavanaugh Hall President; Women in Business Society Vice President

LEGAL EXPERIENCE
Student Legal Services at The Ohio State University, Columbus, OH May 2012 – Present
Law Clerk
  • Make recommendations to staff attorneys based on legal research in areas such as landlord-tenant law, criminal law, estate planning, and other legal areas affecting students
  • Draft legal pleadings and memoranda on client issues, including demand letters, motions to suppress evidence, motions to dismiss, and motions for summary judgment
  • Attend court hearings and assist attorneys by filing motions and conducting initial client intake

United States District Court for the Southern District of Ohio, Columbus, OH May 2012 – Present
Judicial Extern for Honorable Judge Michael H. Watson
  • Research and make recommendations in various areas of employment law, including the ADEA

ADDITIONAL EXPERIENCE
Epic, Madison, WI Sept. 2008 – March 2011
Project Manager/Team Leader/Application Success Owner
  • Managed daily operations of $250,000-$2 million medical software implementations, including communication to hospital leadership about the budget, timeline, and status of projects
  • Responsible for reviews, career planning, hiring/firing, management of daily operations, and customer oversight for a team of eight direct reports
  • Delivered demonstrations of radiology and cardiology applications to potential clients, resulting in new client acquisition valued at $150 million

SKILLS AND INTERESTS
  • Proficient in written and spoken Spanish
  • Notre Dame sports, running, attempting to read every novel that has ever won a major literature prize
EDUCATION:

The Ohio State University Moritz College of Law, Columbus, OH
Juris Doctor Candidate, May 2014
GPA: 3.68        Class Rank: Top 25%
• CALI Award for Excellence (for highest grade) in Appellate Advocacy
• CALI Award for Excellence (for highest grade) in Legal Writing and Analysis
• Washington, D.C. Summer Law Program
• Catcher in Moritz College of Law softball league

The Ohio State University, Columbus, OH
Bachelor of Arts in Political Science, with honors, summa cum laude, March 2011
GPA: 4.0           Minors: Economics and Business
• Awarded four-year Maximus Scholarship and Dodge Education Scholarship for academic achievement
• Awarded the Bryan Prize by the Political Science Department for the best undergraduate paper
• Project Leader for Ohio Union Activities Board, Special Events Committee

EXPERIENCE:

Kegler, Brown, Hill & Ritter Co., L.P.A., Columbus, OH
Summer Associate      May 2013 – June 2013
• Assisted in counseling clients on a variety of business development and operation matters
• Drafted and edited legal memoranda, contracts, agreements, and various court documents
• Researched and analyzed challenging legal issues for a broad range of practice areas

U.S. Department of Education
Washington, D.C.
• Drafted a Memorandum of Understanding that five Federal agencies joined describing their responsibilities in implementing a Federal grant program
• Collaborated with senior staff to identify and solve legal and administrative challenges of implementing a $250 million dollar preschool development grant competition
• Researched and analyzed the complex legal issues of ongoing cases of interest to the Department to inform and advise the Acting General Counsel

Columbus Zoo and Aquarium
Columbus, OH
• Assisted in development, marketing, and implementation of the annual fundraising campaign
• Cultivated relationships with high-dollar donors and corporate sponsors

ACTIVITIES AND INTERESTS:
• Five years in The Ohio State University Marching Band and thirteen years playing the French horn
Go Bucks
123 Buckeye Lane, Columbus, Ohio 43210
bucks.1@buckeyemail.osu.edu | (614) 555-1234

EDUCATION

The Ohio State University Michael E. Moritz College of Law, Columbus, Ohio
Juris Doctor Candidate, May 2015
- Class Rank: Top 25-35%; GPA: ___
- Ohio State Entrepreneurial Business Law Journal, Staff Editor
- Moritz Leadership Scholarship Recipient
- Federalist Society: Attorney Relations Director, 1L Representative
- Co-Counsel to 1Ls (Orientation and Mentoring Program)

The Ohio State University, Columbus, Ohio
Bachelor of Arts in Economics and English, cum laude, June 2012
- GPA: ___
- Humanities Scholars Program
- Delta Zeta Sorority: Nominations Committee, Academics Committee

LAW-RELATED EXPERIENCE

Office of the Ohio Attorney General, Columbus, Ohio May 2013 – August 2013
Law Clerk, Consumer Protection
- Drafted motions and pleadings, including complaints, motions for summary judgment, motions in opposition, and consent judgments
- Researched legal issues involving Ohio and Federal rules and statutes
- Attended hearings and mediations, assisted with depositions

Ohio Senate, Columbus, Ohio October 2010 – August 2012
Committee Page
- Communicated with constituents and helped with mass mailings
- Attended committees and session and distributed bills

Majority Caucus Page
- Answered calls for the Deputy Chief of Staff and caucus office
- Directed visitors to meetings with caucus staff

ADDITIONAL WORK EXPERIENCE

YWCA Columbus, Columbus, Ohio January 2011 – March 2011
Intern
- Co-wrote essays to be used in award applications for YWCA Columbus’ Leadership Luncheon series and Race Against Racism program
- Created pamphlets and wrote announcements for events
Jane Student  
12 W. 34th Ave., Apt. B  
Columbus, OH 43201  
614-555-1234  
student.123@osu.edu

EDUCATION  
The Ohio State University Moritz College of Law, Columbus, OH  
Juris Doctor Candidate, May 2016  
Class Rank: Top 35%-50%; GPA: __.____  
- Ohio State Law Journal, Staff Editor  
- Health Law Society  
- Moritz Academic Merit Scholarship

The Ohio State University College of Public Health, Columbus, OH  
Master of Health Administration, Expected May 2016

The Ohio State University, Columbus, OH  
Bachelor of Arts, summa cum laude, December 2011  
Major: Communications; GPA: __.____  
- Graduated in 2.25 years  
- Dean's List Honors every quarter

LEGAL EXPERIENCE  
The United States Attorney's Office, Northern District of Ohio, Cleveland, OH  
Law Clerk, Criminal and Civil Divisions, Summer 2013  
- Drafted legal briefs including a Brief in Opposition to a Motion to Withdraw a Plea, and a Brief in Opposition to a Motion to Suppress  
- Wrote legal memoranda and conducted significant research on issues related to the Controlled Substances Act  
- Worked closely with supervising attorneys and sat in on hearings

PRIOR WORK EXPERIENCE  
Quantum Solutions LLC, Columbus, OH  
Marketing Director and Office Manager, May 2010 - August 2012  
- Worked 25-35 hours a week while in school  
- Responsible for marketing cleaning services to local realty companies  
- Designed computer organization system to document tenants

Nationwide Children's Hospital Myelo Camp, Columbus, OH  
Counselor, June 2011 - August 2013  
- Organized and supervised activities for children with spina bifida

Boston Mills Brandywine Ski Resort, Sagamore Hills, OH  
Snowboard Instructor, October 2008 - March 2009

SKILLS & INTERESTS  
- Harpist at holiday masses, weddings and parties  
- Member of Xiao-Lei Salovara Harp Ensemble
EDUCATION

THE OHIO STATE UNIVERSITY MORITZ COLLEGE OF LAW
Juris Doctor Candidate

- 3.93 GPA; Top 5-15%
- The Ohio State Journal of Criminal Law, Staff Editor
- Moot Court, Herman Competition Finalist
- Moritz Leadership Scholarship
- Middle-Eastern Law Students Association (MELSA)

UNIVERSITY OF PITTSBURGH

Bachelor of Arts, Economics and Political Science, cum laude

- _____ GPA in Economics; _____ GPA in Political Science
- London Study Abroad Overall Academic Achievement Award
- Presiding Officer, University of Pittsburgh’s Judicial Board
- Thesis: Variables Affecting Pittsburgh and Philadelphia High School Graduation Rates

WHITE-COLLAR CRIME/CORPORATE LAW FOCUS

FRANKLIN COUNTY PROSECUTOR’S OFFICE

Legal Clerk, White-Collar Crime Unit

- Research and write memoranda regarding money laundering, theft, and RESPA law
- Assist the Ohio Organized Crime Commission to review banking, loan, and title agency documents for illegal activity
- Work with attorneys to prepare for pre-trial conferences, witness interviews, and trial strategy

UPCOMING COURSEWORK

- Securities
- Corporate Finance
- Business Associations
- White-Collar Crime
- Contracts II
- Real Estate Finance

WORK EXPERIENCE

UNITED STATES SENATOR SHERROD BROWN
Casework Assistant

- Represented constituents to resolve their student and home loan issues
- Addressed difficult political questions and concerns from Ohio constituents

BALL & TANOURY
Legal Intern

- Researched cases, reviewed documents, and met with clients
- Accompanied attorney at depositions, while filing pleadings, and to court appearances

COMMUNITY & INTERESTS

- Riverside Methodist Hospital, Volunteer
- Basketball Head Coach, 9th Grade Optimist Public League
- Columbus Bar Association, Member
- Enjoy Golf (15 handicap) and Tennis (4.5+ level)
Sample 10

Dale R. Evans

465 Happy Trails Road • Columbus, Ohio 43206 • (301) 555-2121 • Dale.Evans@hmail.com

EDUCATION
The Ohio State University Moritz College of Law
Juris Doctor Candidate
Columbus, Ohio
Expected Graduation May 2016
Numerical Avg.: 90.0 Class Rank: Top 25-35% (Top 25% cut off is a 90.1)
- The Ohio State Journal of Criminal Law, Staff Editor
- Moot Court Governing Board, Executive Justice
- Leadership Scholarship

University of Maryland
Bachelor of Arts in History, Minor in English Language & Literature
College Park, Maryland
August 2006 – June 2010
Major GPA: 3.846
- CIVICUS academic citation for community service and leadership
- Campus Entrepreneur Initiative Intern
- Selected as 1 of 8 students nationally to represent Hillel by speaking at international events

Study Abroad Experience
- Jerusalem, Israel: Midreshet Rachel V’Chaya College of Jewish Studies for Women
  Spring 2011

LEGAL EXPERIENCE
Supreme Court of Ohio
Judicial Extern to Chief Justice O’Connor
Columbus, Ohio
Summer 2014
- Write facts and procedures section of opinion
- Review and analyze discretionary appeals, write memoranda to the Chief Justice recommending disposition
- Research case law and write internal memoranda to staff attorneys

Federal Public Defender Capital Habeas Unit for the Southern District of Ohio
Legal Extern
Columbus, Ohio
Summer 2014
- Draft section of motion in opposition to supplemental report and recommendation
- Research case law to determine effective federal habeas corpus litigation strategies
- Write internal memoranda to staff attorneys summarizing case law and recommending arguments

PROFESSIONAL EXPERIENCE
Teach For America
Corps Member, Kindergarten Teacher at Rockbridge Elementary School
Atlanta, Georgia
June 2011 – July 2013
- Led a classroom of 22 students, 90% of whom were English Language Learners
- Produced significant academic achievement: over one year of reading growth and 87% mastery in math

Smithsonian National Postal Museum
Intern
Washington, D.C.
Summer 2009
- Originated the position, first intern to focus on establishing connections with other Smithsonian museums
- Collaborated with docents to design cross-museum tours and Postal Museum tours

OTHER SKILLS & ACTIVITIES
- LexisNexis Professional Research Certified
- Completed basic mediation training and Uniform Mediation Act training
MEGAN A. WORKER
10 Raskall Flats Drive | Columbus, OH 43206 | (614) 555-0909 | worker.52@osu.edu

EDUCATION
The Ohio State University Moritz College of Law, Columbus, OH
Juris Doctor Candidate, May 2016
- Ohio State Law Journal, Staff Editor
- Best Oral Advocate, Moot Court 1L Competition
- Federalist Society, President
- Labor and Employment Law Association, Vice President
- Law School Republicans, Treasurer
- Student Bar Association, Admissions Chair

Florida Gulf Coast University, Fort Myers, FL
Bachelor of Arts in Political Science, magna cum laude, May 2010
- Youngest graduate in school history at 18 years old

LAW RELATED EXPERIENCE
State Employment Relations Board of Ohio
Columbus, OH
Law Clerk
May 2014-Present
- Research and draft opinions on behalf of administrative law judge.
- Review collective bargaining unit contracts and prepare reports on final drafts.

The Ohio State University Copyright Resource Center
Columbus, OH
Legal Intern
May 2014-Present
- Conduct legal research on copyright topics affecting the University.
- Create copyright related resources for the academic community at The Ohio State University.

The Ohio State University Moritz College of Law
Columbus, OH
Research Assistant to Professor Douglas Berman
December 2013-May 2014
- Researched and drafted memoranda on various sentencing and criminal law topics.

Legal Aid Society of Columbus
Columbus, OH
Legal Clerk
September 2013-May 2014
- Performed client intake and conducted initial interviews at bankruptcy and general legal advice clinics.
- Assisted attorneys during client interviews with research.

OTHER PROFESSIONAL EXPERIENCE
Kumon of Brandon-East
Brandon, FL
Franchise Owner & Center Director
June 2010-August 2013
- Owned and operated a Kumon Math & Reading Education Franchise.
- Oversaw all aspects of center operations including employee recruitment and supervision, marketing, business growth, and financial statements.

Florida Gulf Coast University
Fort Myers, FL
Resident Assistant
December 2007-May 2010
- Supervised a community of over 150 residents.
- Awarded 2010 Resident Assistant of the Year.

PUBLICATIONS
- Patterns and Copyright Protections, The Ohio State University Library Copyright Corner, June 2014
- An Overview of International Instructional Guidelines (Part I & II), The Kumon Franchisee, Spring & Summer 2013

ACTIVITIES & INTERESTS
- Columbus Bar Association, Labor & Employment Law Section Member
- Active fantasy football player, 2010 & 2012 league champion
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:

- **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.

- **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.

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

- **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 undergraduate record at an Ivy League institution or that you maintained a high GPA while playing a collegiate sport or that you worked on Wall Street prior to law school, etc.

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

---

**Quick Tips for Cover Letters**

- 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 the spelling of names and correctness of titles.
- When sending a paper copy, use plain bond paper that matches your resume paper and individually sign each letter.
- Retain a copy of all position descriptions, cover letters, and follow up correspondence. Nothing is more frustrating than being called for an interview and not remembering the specifics of the position or employer.
- The more you tailor your letter to the specific employer, the greater the likelihood of an interview. Students frequently develop a set of interchangeable paragraphs that can be used depending on the employer type or location.
Cover Letters: Format Guide

A. ADDRESSES, NAME AND DATE

Everything starts at the left margin. Include:

Your address (NOT NAME)

Date (Spelled out, not numeric or abbreviated)

Name and Title of Contact at Employer

Employer Name

Address

<table>
<thead>
<tr>
<th>SAMPLE</th>
</tr>
</thead>
</table>
| 2000 XYZ Road  
| Columbus, OH 43221  
| July 12, 2012  
| Bonnie McCarthy, Human Resources Manager  
| ABC Firm  
| 700 Crossroads Bldg., 2 State St.  
| Rochester, NY 14614 |

B. SALUTATION

Dear Mr. or Ms. Last Name: (COLON, NOT COMMA)

<table>
<thead>
<tr>
<th>SAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dear Ms. McCarthy:</td>
</tr>
</tbody>
</table>

C. LETTER

Paragraphs start at the left margin.

Do not begin your first paragraph with “I” and try to avoid excessive use of “I” throughout your letter.

Begin by introducing yourself. An employer wants to know who you are (class year, school) and what you want (position name, starting when), and why you are interested in the position and/or organization.

Continue by making the case for your hire. Employers want to hear what you can contribute to them and to see your interest in their organization and location. Demonstrate how your academic background, prior work experience, personal strengths and interests make you uniquely suited for the position. Include information not on the resume relevant to the hiring decision.

Conclude by thanking the employer for their consideration, and if appropriate, stating how you plan to follow up. If you say you will call to follow up on your application, be sure to do so. For out-of-town employers, tell them when you plan to be in town and your availability to interview.
Enclosed please find my resume, writing sample, and references in response to your posting at The Ohio State University Moritz College of Law for a second-year summer associate. I am particularly drawn to ABC’S summer program based on the fit between the firm’s practice groups and my background and experience.

My academic progress demonstrates my commitment to high quality work. Having graduated *magna cum laude* from Kenyon College, I earned an Academic Promise Grant to attend The Ohio State University Moritz College of Law. Currently, I am in the top 35% of my class and am a member of the *Entrepreneurial Business Law Journal*.

My law school and college experiences demonstrate that I am eager and able to assume responsibility quickly, a quality which would be beneficial to your firm. For example, in college I formed a pre-law club and increased its membership from ten to thirty-five within the first year by bringing in guest speakers of interest to our students. I also worked part-time at Jones Daytime as a law clerk throughout the 2006-2007 school year.

I am available for an interview at your convenience since I travel home to Cleveland frequently. Thank you for your consideration, and I look forward to speaking with you soon.

### D. CLOSING

At the left margin, end the letter with “Sincerely,” triple space, and your name. If you have attachments, double space and type Enclosure(s) in the left margin.

<table>
<thead>
<tr>
<th>SAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sincerely,</td>
</tr>
<tr>
<td>[Sign your name]</td>
</tr>
<tr>
<td>Linda Smith</td>
</tr>
<tr>
<td>Enclosures</td>
</tr>
</tbody>
</table>

### E. SPELLING AND GRAMMAR

Make sure that you proofread your letter carefully for spelling and grammar mistakes. Have a friend or Career Services counselor read it for you to double check. You can also use grammar guides, such as [www.grammarbook.com](http://www.grammarbook.com), to help you review your materials. Remember this is the first impression with an employer. A perfect, well written cover letter demonstrates your writing ability, attention to detail, and interest in the employer.
Sample Cover Letters

Being a Competitive Candidate on Paper – Tailoring your Materials to the job

The following pages show different ways to present yourself as a candidate in your cover letter. The examples demonstrate different ways to construct your cover letters as you progress through law school, ways to tailor your cover letter to fit job postings or legal sectors, and, in general, how to expand the information on your resume to make the case for your hire.

Outline

Cover Letter Samples 1-3:
These samples illustrate different ways to tailor a cover letter as a 1L without highlighting law school grades or prior legal experience.
  - Sample 1: demonstrates using ties to a city.
  - Sample 2: demonstrates using previous work experience.
  - Sample 3: demonstrates using undergraduate involvement, in this case, athletics.

Cover Letter Samples 4-5:
These samples illustrate cover letters tailored to public interest or public sector job postings. Public interest employers generally look for a commitment to public interest work, so you will want your cover letter to reflect this.

Cover Letter Sample 6-8:
These samples illustrate ways to tailor a cover letter to highlight your law school achievements, both in the classroom and outside of it, or conversely, to a relevant skill set to diminish the focus on academics.
Dear Mr. Troutman:

As a first-year law student at The Ohio State University Moritz College of Law, with life-long ties to central Ohio and a strong desire to live and practice in the area, I am applying for a law clerk position at Isaac Wiles for the summer of 2015.

A Columbus resident, I am familiar with Isaac Wiles’ excellent reputation. I also had the opportunity to attend an Ohio State Bar Association event to hear partner and Moritz alumna Joe Smith speak on his real estate practice. It was especially interesting to learn about the firm’s involvement in the Grandview Yard development as well as other projects shaping the future of our city. I am drawn to Isaac Wiles and eager to explore the wide variety of areas in which your firm practices.

My education and work-related experience have given me a number of skills that would help me contribute to Isaac Wiles. My undergraduate training in strategic communication has helped me identify, analyze and write effectively on legal issues at Moritz. I’ve added to this strength in my legal research and writing course this semester. Additionally, my work experience in communications on behalf of government officials and a non-profit organization have enhance my ability to effectively relate to, communicate with, and meet the needs of a diverse clientele.

I would greatly appreciate the opportunity to introduce myself more fully and discuss the possibility of working at Isaac Wiles this summer. I have enclosed a resume for your review; please let me know if you would like me to provide you with any additional materials. Thank you in advance for your consideration.

Sincerely,

Local Jones
Dear Ms. Jones:

I am a first year law student at The Ohio State University Moritz College of Law with previous experience as an educator and a passion for education law. It is with enthusiasm that I apply for a legal internship with the U.S. Department of Education for the summer of 2015.

As a former teacher in a low-income, charter school system, I understand firsthand some of the challenges and blessings associated with our education system. When one of my highest achieving students informed me he never thought he could attend college, I was inspired to change the odds for children like him. To accomplish such a lofty goal, I chose to pursue my juris doctor and to devote my legal career to affecting educational policy through litigation and legislation.

Beyond motivation, my experience as an educator provided me with leadership skills. By balancing my commitment to my high-need students with full-time graduate classes, I have learned to read people, adapt plans to new needs, resolve disputes, prioritize competing interests, and present to large groups. This skill set was so beneficial that it enabled the science classes I taught to earn the highest state testing scores in the school. Each of these acquired leadership skills has been further pruned in law school and enhanced with practical research and writing tools. These skills and my passion for education will make me a valuable member of your staff this summer.

I have enclosed a resume and a brief writing sample for your review. I will be in Washington, D.C. the week of January 5th and would be delighted to meet with you to discuss the opportunities at your organization. Thank you in advance for your consideration.

Sincerely,

Susan Student

Enclosure
Dear Ms. Lach:

As a former captain of my university’s varsity men’s swim team, I understand the work it takes to succeed in a competitive environment. The leadership skills and self-discipline I demonstrated as a student athlete, and continue to demonstrate as a first-year student at The Ohio State University College of Law, make me an outstanding candidate for a 2011 summer associate position at Bricker & Eckler.

My academic and athletic achievements demonstrate my commitment to working hard and always striving for success. I graduated magna cum laude from Kenyon College after being a four-year team member, captain and Academic All-American. I became adept at time management, juggling a rigorous practice and class schedule, and I learned how to be successful as an individual, a leader, and a team member. I believe these same attributes will help me to excel at your firm.

At Moritz, I am developing and adapting these skills to succeed in a legal setting. Academically, I have excelled in my first semester legal writing and research coursework; earning a high A on an assignment involving a simulated client interview, legal research, and a final memoranda to a supervisor and the client with recommendations about how to proceed. My communication skills, both written and oral, will allow me to immediately contribute at Bricker.

I am confident that I can be an asset to your firm and that I would exceed expectation due to my work ethic and drive. I look forward to speaking with you and appreciate your consideration.

Sincerely,

Student Athlete
100 E. ABC Street  
Columbus, OH 43210  

January 25, 2009  

Ms. Sarah Biehl  
Ohio Poverty Law Center  
555 Buttles Avenue  
Columbus, OH 43215  

Dear Ms. Biehl:  

My passion for the justice system drives me to advocate for those who cannot afford legal assistance. Thus, it is with great enthusiasm that I am applying for a summer clerk position with the Ohio Poverty Law Center. As a first year law student, a position with OPLC is of particular interest because it will allow me to build my legal advocacy skills while serving clients living in poverty throughout the state of Ohio.

My previous work experience and academic background have equipped me with the skills necessary to manage numerous responsibilities and complete tasks efficiently. After graduating from American University, I served for 27 months in the Peace Corps as a Girls Empowerment and Education volunteer. Stationed in a small rural village in Togo, West Africa, I created and managed several successful programs in collaboration with the community. These include Anti-Forced Marriage Tribunals, and the first National Girls Empowerment Bike Ride. I also have legal experience having interned at Washington DC’s Public Defender’s Mental Health Division. As an intern I was responsible for meeting and interviewing clients, researching clients’ backgrounds and providing any other needed support for the attorneys.

At American University I studied psychology and justice and graduated *summa cum laude*. My undergraduate accomplishments and dedication to public service led to my acceptance at The Ohio State University as a Moritz Merit Scholar. In my first semester, I served as the Advocacy Chair for the International Justice Mission and coordinated the club’s first legal research project. I also teach dispute resolution to middle school students through the Dispute Resolution and Youth Program and serve as an active member of the Public Interest Law Foundation. This semester I will volunteer at CRIS, Community Refugee and Immigration Services located in Columbus, Ohio.

I hope to discuss my potential for summer clerkship with the OPLC. Thank you for your consideration.

Sincerely,

Go Bucks
Dear Ms. Edwards:

Working as a legal intern in the Appellate Unit of the Franklin County Prosecutor’s Office over the past 16 months has solidified my desire to pursue a career in public service. For this reason, as a third-year law student at The Ohio State University Moritz College of Law, I am applying for a position with the New York County District Attorney’s Office. Having earned my undergraduate degree at New York University, I am eager to return to the city. I believe that my academic achievements, including ranking in the top ___% of my law school class, and my legal experience will make me a strong addition to your office.

My legal writing and research experience will be a strong asset within your office. Working as the sole intern in the Appellate Unit of the Franklin County Prosecutor’s Office has provided me with the opportunity to author over 285 legal memoranda on behalf of the State of Ohio, including numerous appellate briefs. Furthermore, serving as a judicial extern for Chief Justice Maureen O’Connor of the Supreme Court of Ohio and the Honorable Judge Guy L. Reece of the Franklin County Court of Common Pleas has cultivated my legal writing and research skills in both civil and criminal cases.

Living in New York as an undergraduate journalism student, I had the opportunity to talk with individuals, write about personal stories, and explore systemic issues in the community. This furthered my understanding of the impact of crimes on New York citizens and deepened my commitment to public service. I believe my dedication and experience will allow me to make a substantive contribution to your office.

I sincerely welcome the opportunity to speak to you or others in an interview to discuss a position within the New York County District Attorney’s Office. Thank you for your time and consideration.

Sincerely,

Public Servant
July 22, 2014

Randy Headley
Bailey Cavalieri LLC
10 West Broad St., Suite 2100
Columbus, Ohio 43215

Dear Mr. Headley:

As a Columbus native who spent three years working in the healthcare industry, I am impressed by Bailey Cavalieri’s legal contributions in the community, particularly in your practice areas of health law and labor and employment law. My experience and strong academic credentials, including ranking in the top ___% of my class, make me an excellent fit for a 2013 summer associate position with Bailey Cavalieri.

My academic success attests to my dedication to high standards and superior work. I am an incoming staff editor on the Ohio State Law Journal, and I received two CALI Excellence for the Future Awards in Legal Analysis and Writing I and II. My achievements at Moritz build upon my undergraduate years at the University of Notre Dame, where I graduated with degrees in marketing and Spanish while acting as a leader in several university organizations.

This summer, I held two positions in which I gained practical experience that improved my research, writing and legal analysis skills. As a judicial extern for the Honorable Michael Watson of the United States District Court for the Southern District of Ohio, I researched employment law, drafted internal memoranda, and wrote a bench brief for the Judge’s visiting seat on the Sixth Circuit Court of Appeals. While a law clerk for Student Legal Services, I wrote letters, motions, and briefs for staff attorneys and gained knowledge in the areas of estate planning, landlord/tenant, and consumer protection law. My interest in exploring different types of law, in addition to my ability to learn quickly, will make me an asset to Bailey Cavalieri’s diverse practice groups.

My experience in these positions complements the skills I developed in my previous career at the nation’s largest vendor of electronic health software. My concurrent work in numerous departments taught me to balance multiple customers and competing responsibilities. I excelled in this highly demanding role, so my attention is naturally drawn to the legal challenges presented by the complex clients in Bailey Cavalieri’s practice.

I look forward to discussing my potential for summer work with Bailey Cavalieri. Thank you for your consideration.

Sincerely,

Sally A. Student
July 25, 2011

Lorraine R. Connally  
Allen Matkins Leck Gamble Mallory & Natsis LLP  
515 S. Figueroa Avenue, 9th Floor  
Los Angeles, CA 90071  

Dear Ms. Connally:

While attending law school in Ohio was a valuable experience, I am ready to come home to California. My interest in Allen Matkins is not only based on your location, excellent reputation and wide breadth of practice, but also on personal interaction and recommendation from ______. As a second year law student at The Ohio State University Moritz College of Law, I am applying for a position as a 2012 summer clerk. I currently rank near the top __% of my class, have an __ grade average, received the CALI Award for Future Excellence in Legal Research, and I am a staff member for the college of law’s main law review, the Ohio State Law Journal.

My college and law school experiences show that I am eager and able to assume responsibility quickly. For example, I graduated cum laude in three years from UC Santa Barbara while working almost full-time at Wells Fargo Bank. While there, I co-led a branch merger between Wells Fargo and Wachovia, a process that required ensuring compliance with regulatory matters, strong leadership, and consulting with numerous clients about the safety and security of their financial assets. Furthermore, this past year I was part of the Entrepreneurial Business Law Clinic development committee, which was a volunteer student group that worked with faculty to develop the first transactional clinic at the Moritz College of Law.

This past summer I interned at the Privacy Office of the Department of Homeland Security in Washington, D.C., where I worked on e-discovery issues and created a legal memorandum on the production of metadata under the Freedom of Information Act. The memo will be used throughout the Department of Homeland Security and other federal departments as a policy reference for agency officials in future litigation.

I have enclosed a resume, writing sample, and transcript for your review. While I would prefer a position at the Orange County office, I would also be interested in the Los Angeles and Century City offices. Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely,

Homer Bound

Enclosures
Sample 8

4321 Law Street
Columbus, OH 43210

September 19, 2010

Mr. David Jones
Peabody & Sherman Co., LPA
1 Ohio State Street
Columbus, OH 43210

Dear Mr. Jones:

I am a third year student at The Ohio State University Moritz of Law writing to apply for the associate position at your firm. Throughout law school, I have prepared for an active litigation practice, and I would appreciate the opportunity to apply those skills in the service of Peabody & Sherman's clients.

Prior to law school, I worked as a union representative, where I represented health care workers and learned firsthand how effective advocacy can give voice to people who may otherwise be marginalized. In law school, I have sought to build on my advocacy skills with courses in trial practice and pretrial litigation, service on the managing board of the Ohio State Law Journal, and an externship with the U.S. District Court. I have worked to further reduce my learning curve upon graduation by working for area firms throughout law school, and I am gratified that my supervising attorneys are happy to speak to the quality of my work product.

Joining Peabody & Sherman would be a great opportunity for me to acquire early meaningful experience while helping individuals and businesses secure their rights. I would appreciate the chance to speak with you about the position. Thank you for your consideration.

Sincerely,

Less I. Smore
Additional Documents Employers May Require

References

Some employers request that you provide names and contact information for individuals who can speak to your abilities and accomplishments. Therefore, you should keep an updated list of three or more individuals who have agreed to serve as references for you.

Always be sure to ask permission to use someone as a reference BEFORE materials are distributed to potential employers. It is a good idea to provide your references with a copy of your resume so that they may refer to it if called by a potential employer.

Law professors can be important references. If you spoke frequently and articulately in class, received a high grade or did work for a professor, consider asking the professor to be a reference for you. Other common references include undergraduate professors, former employers, coaches, or those who worked with you on community service projects or political campaigns.

To upload your list of references on to Symplicity, go to the “Documents” tab and click on “Add New.” Your reference list is categorized under document type as “Other.” Be sure to label it appropriately.

To present references on a separate sheet of paper, use the same page-name header that you use on your resume. Then list “References for <your name>” under the header. Be sure to include name, title, place of employment, address, phone number, and email address. When listing a law school professor, include his or her full title as shown below.

Linda S. Jones
123 Any Street
Columbus, Ohio
(614) 555-1234
email@osu.edu

References for Linda Jones

Sarah Rudolph Cole
John W. Bricker Professor of Law
The Ohio State University Moritz College of Law
55 West 12th Avenue
Columbus, Ohio 43210
(614) 688-4918
cole.228@osu.edu

*Note: You should list 3 or more references on your reference list.
Writing Samples

When submitting a writing sample to a prospective employer, think about the following guidelines:

1. If an employer specifies certain criteria or formatting requirements, be sure to comply with those requirements. If the employer does not have specific requirements, follow the below guidelines.

2. A writing sample should be no more than 10 pages in length. It can be an excerpt from a longer work.

3. When excerpting a longer writing sample, be sure to include a cover sheet explaining: a) the sample’s original purpose (i.e. a legal writing class assignment, a court pleading, etc.); b) when and for whom the sample was written; and c) the nature of the longer document, including the issues addressed. You can also include a cover sheet for writing samples not excerpted from a larger work if you think a cover sheet provides helpful context.

4. Your writing sample should demonstrate your ability to research and analyze legal issues, such as the argument section of a brief. If you do not have a legal writing sample, your writing sample should still demonstrate your ability to research and analyze.

5. If you submit a document that has been redacted for confidentiality or privilege purposes, you should identify the steps taken (redactions, name changes, consent obtained from the employer or client) to preserve the confidential or privileged nature of the document.

6. Be sure to proofread the document well, and if possible, ask someone else to proofread it. However, if you submit a heavily edited writing sample, you should explain the extent of the editing. It is preferable to submit writing samples that have only had minor revisions made by outside reviewers.

7. Include a header or footer with your name on each page, and include page numbers.

8. Preferably, your writing sample should have been written in the last two years.

9. If you have no writing sample that meets the above criteria, there is nothing inappropriate about submitting a writing sample developed for the express purpose of a job application.

10. Not sure what to write on your writing sample cover sheet? Here is an example:

   The attached writing sample is an excerpt from a memorandum written for my Lawyering Skills class during fall semester 2012. The assignment was to forecast the outcome of a case for a fictional client, Joe Smith. In this fictional scenario, I was an associate attorney. This writing sample is in its original format with no editing (or has minimal grammatical corrections after editing by my professor). (If you received a really good grade in the class, you can also include that information: I received a grade of ___ for this class.)

   Be sure to include your contact information (as used on your resume) at the top of the cover page.

Transcripts

Many employers require that you submit a transcript either with your initial application or later in the employment process. To order a copy of your transcript from the Registrar’s Office, go to http://moritzlaw.osu.edu/registrar/forms/transcript.php and complete the request form.

To upload your transcript onto the Symplicity database you must scan your transcript into a pdf document. If you need assistance scanning it into a pdf document contact Career Services Office.
Interviewing for the Job
The Interview Process

Preparing for 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.

**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. You want to be able to demonstrate the relationship between what you have to offer and what this legal employer values.

**Review your resume** line by line. Any experience you list on your resume is likely to generate detailed questions, so be prepared to fully discuss all of them.

**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.”

Since you will be asked a mix of traditional and behavioral questions, you will want to **develop concrete examples and concise stories you can use to demonstrate your skills**. If, for example, one of your top strengths is adaptability, you can describe the various projects you handled on a previous job 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.

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

**Bring extra copies** of your resume, transcript, and writing sample, as well as a list of professional references. Include name, title, employer, address, phone number, and email address for each reference.

As you prepare, remember that the Career Services Office staff are always happy to conduct a **practice interview** with you before your actual interview.

The Interview

Be professionally dressed and alert as first impressions count. Whether interviewing on campus or at a firm, arrive early. Be kind, courteous, and professional with everyone in the organization. Anyone from the security guard to the receptionist to the partners since all may have input in the hiring decision.

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

Think of the interview as an oral argument. You have researched yourself and the employer, developed a strategy, anticipated the employers’ questions (both traditional and behavioral), and outlined your answers and questions in advance. Now is your chance to show the employer why you are a good fit for the position.
Be cognizant of when your interview time is ending. If there are questions you feel have not been answered, or if you feel you have not yet conveyed certain points highlighting your qualifications, do so as the interview begins to draw to a close. Be sure to restate your interest in the position and why you would make a special contribution to the office or company. If you wish, you may ask when the organization plans to make a final decision on making an offer. Tell your interviewer how much you have enjoyed talking with him or her, and confirm your interest and excitement about the position. Finally, thank the interviewer for the time they set aside to interview you.

The Offer

Accepting an offer is a commitment to the employer that you plan to work for them. The employer will plan and move forward accordingly, and later changing your response to that employer would be unprofessional. The legal community is small, so you always want to put your best foot forward. To best think through how to respond to an offer, talk to your career advisor BEFORE you accept or decline an offer.
Interviewing: What to Wear

In response to student questions about proper interview attire, we suggest the following. However, keep in mind, in an interview no piece of apparel is more powerful than a confident demeanor.

Everyone
Carry a pen, notepad, list of your interview questions, and copies of your resume in a portfolio
If you are wearing jewelry, it should be minimal

Women
Wear a skirt or pant suit in black, dark gray, or navy
For a very conservative law firm, a dark skirt suit of modest length is best
Button your suit
Shirts and Blouses should not be revealing
Shirt tails should not be visible
Shirts and blouses should be pressed
Wear hosiery and pack an extra pair (just in case)
Wear closed-toed shoes
Make sure your shoes are well-maintained or polished
If you are wearing heels, they should be a modest height
If you are wearing makeup, it should be neutral
Style your hair conservatively
If you are wearing perfume, it should be minimal
Nails should be conservatively groomed

Men
Wear a suit in black, dark gray, or navy
Button your suit
One Button Suit – button it
Two Button Suit – button the top button
Three Button Suit – button the top one or two buttons
Four Button Suit – button the top two buttons
Suits with more than four buttons – not recommended
Wear a white undershirt
Wear a white dress shirt
Make sure your shirt is pressed
Wear a conservative tie
Wear a leather belt
Wear black dress socks
Make sure your shoes are well-maintained or polished
Your belt and shoes should match
If you are not clean-shaven, then make sure your facial hair is well-groomed
If you are wearing cologne or after-shave, it should be minimal

If you have a wardrobe malfunction the day of an interview and you are on-campus, stop by the Career Services Office. We have an interview emergency kit that may be able to help!
Interviewers really have only one question: Why should I hire you? However, it is asked in different formats. An interviewer may ask it in a traditional manner that focuses on your beliefs, personality, or how you would handle hypothetical situations. An employer is also likely to ask behavioral questions that demonstrate to the interviewer how your past behaviors will predict your future performance.

When possible, use the CAR (Context, Action, Result) approach to answer both types of questions. More information on the CAR approach can be found in the resume section of this handbook.

The following is a list of traditional questions you may be asked during interviews along with comments that may help you respond strategically. There is usually a secondary issue with questions an interviewer asks. Successful candidates work to answer both the question asked and the secondary issues raised. Following the list of traditional questions is a list of behavioral interview questions.

Use these lists to begin preparing for interviewing and developing a strategy for what you want to communicate as you respond to these questions. The lists are not comprehensive. Expect specific questions about any item included on your resume and be prepared to answer in-depth. Also, expect the unusual. Every year brings a new crop of “off the wall” questions. Resist the temptation to give flip responses. Remember that an interview is only as good as the two participants. You can’t control the skill of the interviewer but you can enhance your qualities as a skilled interviewee by researching, preparing, and practicing.

**Traditional Interview Questions**

**Why did you decide to interview with our firm?**

**Secondary Issue:**
Did you research our firm? Do you understand our areas of practice and how you will fit into the firm? Do you have a sense of how our size affects working conditions? Do you know who our clients are?

**Your Response:**
Demonstrate how you make decisions and prioritize information and show that you researched the firm.

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**Where do you want to be in ten years?**

**Secondary Issue:**
Do you have clear career goals? Are you assertive? Are you confident about your ability to accomplish goals?

**Your Response:**
Your response should be individual to your goals, yet demonstrate compatibility between your goals and long-term tenure with that employer.
What type of law do you want to practice?

Secondary Issue:
Do you have a specific career goal? How strong is your interest in litigation? Are you plaintiff or defense oriented? Are your goals consistent with the firm’s? Do you have a prior career or strong interest you want to incorporate into your law practice?

Your Response:
Show how your interests match the employer’s practice. If you are uncertain about practice area, demonstrate why you like this employer’s array of practice areas and how your strengths would benefit the firm. (Having a business background, I am drawn to corporate practice, but I find in law school I am really enjoying my Moot Court experience and have proved good on my feet. Your firm’s summer program would give me an opportunity to work in both.)

Why did you decide to go to law school?

Secondary Issue:
Do you have realistic career expectations? What motivates you (money, personal fulfillment, intellectual challenge)? How methodical is your decision making?

Your Response:
Emphasize what motivated your choice. This is also an opportunity to talk about the caliber of legal education available at Moritz.

Tell me a little about yourself.

Secondary Issue:
It may be asked to draw information out about your family, marital status, and children or to elicit information not on the resume in an attempt to create a more personal rapport with the interviewer, thus indicating values. Given a broad topic, you choose to talk about those things which are important to you. This question tests your ability to organize a wide topic into a concise response extemporaneously.

Your Response:
This is an excellent opportunity to show the match between your goals and values and the employer’s. Develop a short statement that highlights your strengths and goals.

Do your grades reflect your actual ability?

Secondary Issue:
Are you confident? Do you recognize the difference between academic and law firm environments? Do you possess discipline and time management skills?

Your Response:
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 that is well regarded by employers. Don’t be defensive and remember to focus on your strengths.
What do you do with your free time?

**Secondary Issue:**
Are the sports you choose competitive or individual pursuits? Are your entertainment choices conducive to client development (golf, theater, etc.)? Have you developed maturity through travel?

**Your Response:**
Your response will be individualized in nature.

What questions do you have about our firm?

**Secondary Issue:**
Questions demonstrate interest in the firm.

**Your Response:**
Ask in-depth questions. Follow up on comments made earlier in the interview. Don’t be afraid to ask when the firm will notify applicants for second interviews. Do NOT ask about salary or benefits until the offer is made. Do ask interviewers from one firm the same question – you’ll get different responses and a sense of diversity within the firm. Ask follow-up questions throughout the interview to keep the conversation flowing. If you had a good experience, do let the interviewers know how interested you are in the firm. More information about questions to ask employers follows this subsection.

With which firms are you interviewing?

**Secondary Issue:**
Does the answer to this question square with what you may have said earlier in the interview about geographic preference, practice area preferences, and market sector preferences? The firm also wants to know which organizations they may be competing against if they decide to make you an offer. Firms also share call-back expenses when a candidate is seeing more than one firm on a call-back trip to a city.

**Your Response:**
This is a tough question to answer, and it is probably best to speak in generalities if possible. For example, you could answer this by saying something general like you are interviewing with other similarly sized firms in Ohio. Be truthful and be prepared to explain any discrepancies with the employers with whom you are interviewing and what you may have said about your preferences earlier in the interview. If possible, stress the similarities between other firms and the firm asking the question. Your goal is to make the firm asking the question believe that if they offer you the position, you are likely to accept. That said, you cannot speak negatively about any other firm, it isn’t professional and you never know how quickly that negative information can be relayed to another firm. Conclude by stressing specifics that show the fit between you and the firm asking the question.
What are your greatest weaknesses?

Secondary Issue:
Are you authentic? Are you self-aware, confident and mature enough to handle this question without being defensive or uncomfortable?

Your Response:
Be truthful and state what you consider to be a weakness. However, try to choose a weakness that is not central to the work required for the position. Give a specific example in which the weakness impacted performance. Describe what you have done to try to correct the weakness and give an example of the progress you are making. Employers want an authentic answer. Saying you are too organized or too conscientious just won’t do.

What are your greatest strengths?

Secondary Issue:
Are you self-aware and mature enough to handle this question without displaying discomfort with self-promotion?

Your Response:
Be prepared to list your top three strengths and give an example of each from your educational or work experience. How will they help you succeed as a lawyer?

What motivates you?

Secondary Issue:
Is there a fit between the organization’s incentives and what motivates you? The organization is assessing how well its culture suits you.

Your Response:
Like all anticipated questions, think this one through in advance of the interview. Try to give an example from school or work that shows what motivated you, how you responded and what result was achieved. Telling without providing examples is like making a claim without supporting documentation.

Why, among all the candidates, should we hire you?

Secondary issue:
Can you “make the case” for hire? Are you persuasive? Do you want a job or this job? Do you possess the maturity and good judgment to refrain from criticizing other candidates?

Your Response:
This is your opportunity to show you have thought about this in advance and can state the top three to five reasons you believe you should be hired by this organization. These should be reasons that benefit the organization, not you. Your confidence in your abilities will inspire the interviewer’s confidence in your candidacy.
Behavioral Interview Questions

- Give an example of a goal you reached and tell me how you achieved it?
- Give an example of a goal you didn't meet and how you handled it?
- Describe a stressful situation at work and how you handled it?
- How do you handle change?
- Have you been in a situation where you didn't have enough work to do? How did you handle it?
- Have you ever made a mistake? How did you handle it?
- Did you ever make a risky decision? Why? How did you handle it?
- Did you ever postpone making a decision? Why?
- Have you ever dealt with a company policy you weren't in agreement with? How?
- When you worked on multiple projects how did you prioritize?
- How did you handle meeting a tight deadline?
- What do you do when your schedule is interrupted? Give an example of how you handle it?
- Give an example of how you worked on a team?
- Have you handled a difficult situation with a co-worker? How?
- Have you handled a difficult situation with a supervisor, another department, or a client? How?
- What do you do if you disagree with your boss?
Interviewing: Questions to Ask Employers

An important portion of most legal interviews will be devoted to allowing you, as the interviewee, to ask questions of the interviewer, and in most cases, the quality of the questions asked by you will play a significant role in the success of the interview.

Many firms and organizations require interviewers to complete evaluation forms detailing specific feedback about the “interviewee.” The questions you ask are often directly evaluated by the interviewer on this form and as such, can impact your overall performance dramatically.

The lesson? Be prepared with questions that are thoughtful and reflect your research about the firm or organization.

To formulate your questions in advance of an interview, begin by completely researching the employer online using Martindale-Hubbell, Google, Lexis, Westlaw, and other search tools. Find out if other Moritz students have clerked at the firm and ask them about their experiences. Check with the Career Services Office for a list of where students worked the previous summer.

You also need to ask yourself what you want from a prospective employer and what is most important to you. Do you seek early assignment of responsibility or a slower training pace? Do you thrive in a fast paced office or feel more comfortable in a relaxed office setting? Your criteria will provide broad question topics.

You also need to think about what contributions you can make to a firm and, as appropriate, preface your questions with that information. For example, “I have a long history of community involvement and relationship building I’d like to eventually use to develop business for the firm. Can you tell me what formal or informal training associates with this interest receive?”

Next, think about what questions will give you the answers you need. If you are interested in early assignment of responsibility, you might ask, “What type of responsibility are junior associates given in major cases?”

The number and specificity of the questions you ask an employer are evidence of your researching ability and interest in the employer.

Make your questions specific. For example, you might ask, “I understand your firm has a writing workshop for summer associates. Can you tell me more about the program?” If you ask generic questions like, ”Tell me about your summer program,” the interviewer may conclude you have done little to research the employer and assume you have superficial analytical skills or minimal interest in the firm or organization.

Thoroughly think through questions; your thoughtfulness will make you stand out from other candidates merely asking general questions. The following examples may guide the development of your specific questions:

- I’m particularly interested in feedback to continually improve performance. Can you tell me how your firm/organization provides feedback in the summer evaluations?
- How would you characterize your firm’s/organization’s culture?
- What common denominators do you see among the most successful lawyers of your firm/organization?
- In evaluating summer associates at your firm, what qualities or skills make a summer associate most successful?
I see that your firm/organization uses a rotation program to train new associates. Ultimately, how is a permanent departmental assignment made?

I was impressed with the list of your firm’s clients. Does a single client or industry dominate the firm’s work or revenues?

I am interested in business development. How much responsibility do associates have for developing business and what, if any, training does your firm have in place to develop associate skills in this area?

I noticed that 10 attorneys at your firm are former judicial clerks. How does the firm handle summer associates who accept clerkships?

As an attorney with your firm for 10 years, what are the most dramatic changes you have seen during your tenure?

The questions you ask during an interview, as well as your overall perceived preparedness will have a huge impact on your success. Remember - Everyone is a little nervous about interviewing. It gets easier with practice. It is not the end of the world if you do not get the first job for which you interview, but it will be a GREAT feeling when you get that first offer! If you prepare well, you will become a better interviewee very quickly.
Interviewing: The Callback or Second Interview

The Callback

Anywhere from a few days to a few weeks after an initial on- or off-campus interview, you will receive a phone call or email from the employer’s recruitment coordinator or one of the attorneys with whom you interviewed inviting you for a callback interview. It is a professional courtesy to respond within one business day. Callbacks will vary based on the individual employer, and whether the position is in the public or private sector.

Scheduling the Callback

Contact the recruitment coordinator within a business day to accept or decline the callback. Callback interviews usually last for two to three hours, although this varies by employer (some employers will have you in for an entire day). It is acceptable to ask the recruitment coordinator how much time you should allot for the callback, so that you can schedule more than one interview on that day if necessary. Usually it is not a problem to schedule a callback at one employer in the morning and one at another for that afternoon, but be sure not to cut it too close, especially if you are unfamiliar with the city.

If you receive an invitation for a callback to an employer you’re no longer interested in, decline the invitation as soon as possible. Don’t worry about hurting the employer’s feelings. You’ll be saving them and yourself valuable time and you’ll be creating an interview opportunity for another student.

Making Travel Arrangements

If the employer is not located in Columbus, it is your responsibility to ask how the employer would like you to make your travel arrangements. It is appropriate for you to ask for hotel recommendations as well.

It is customary for large law firms to pay the expense of your trip, including hotel accommodations, but each employer handles this differently. Some will ask you to submit receipts along with a NALP Travel Form (available at http://www.nalp.org/forms) and will reimburse you; others will have you book flights and hotel through their travel agent and pick up the tab. Most law firms will reimburse you for reasonable expenses associated with your interview. That generally means coach airfare, taxi fare to and from the airport and to and from the hotel to the firm’s office, a single hotel room, and a meal or two (depending on your arrival).

If you will be traveling to a city for more than one callback, tell each of the employers that you will also be seeing other employers on the same trip and ask the procedure for sharing the travel costs. Do not worry about employers finding out that you’re interviewing with other firms. Employers will appreciate your trying to save them money.

You may feel uncomfortable asking about travel, but it is crucial you do so to avoid any misunderstanding between you and the employer.

Who Conducts the Interview, and What Should I Expect?

When you schedule the callback, ask the recruitment administrator how many attorneys you will be meeting and try to get their names. Generally, you will meet with between three and six attorneys, ranging from the more junior to at least one partner. One or two of them will most likely be on the hiring committee and all
will have input in the hiring decision. You may also spend some time speaking with the recruitment administrator at the beginning and end of your interview.

All the rules that applied in the on-campus or first interview still apply. However, since they are interested in you, they will be both interviewing you and selling themselves and their organization. In addition, they are observing you on their turf and gathering the observations of people other than those who met with you briefly.

Social situations are often a part of the callback interview. You may be expected to have dinner the evening before, and lunches are almost always part of the program. The attorneys you are dining with are interested in observing your social skills so don’t order anything that is difficult to handle. If you have special dietary needs, let the administrator or lawyer who is setting up your visit know in advance. In some cases, social events take place at the home of a partner or lawyer in the firm/organization. These kinds of events are especially nice, so be sure to write a thank you note to the spouse or others who made the evening special.

You will be seeing several people during your visit, not all of whom are good interviewers. There may be times when you will have to take the initiative and use the opportunities that you have to speak to guide the interview into areas that you believe are important. Take control of the interview. Answer questions keeping in mind what you want the interviewer to know about you. Try to keep the interview focused on you or on the interviewer’s personal experience with the organization rather than letting the interview run with a “canned” speech.

You will often be asked if you have any questions about the organization and you should be prepared with at least five to ten questions, more if you will be seeing a number of attorneys or will be at the firm for a length of time. Think about what you need to know about the employer in order to determine whether or not this is an organization for which you would like to work. Feel free to inquire about the kind of things you need to know to make informed judgments.

End on a positive note when the interview is over. Don’t be afraid to tell the interviewer that you think there is a good fit between you and the position. Use the interviewer’s name. Ask when you’ll be hearing from the employer and reiterate one last time your strong interest in the employer. Shake hands, thank the interviewer for his/her time, maintain eye contact, and smile. Once you are out of the interview room, you may wish to jot down the interviewer’s name and a few things about the interview for future reference.

Finally, observe the support staff and be especially courteous to any administrative personnel (such as recruiting administrators) who are involved in arranging your visit or talking with you. Support staff and administrative staff have been at the employer’s office and part of the team a lot longer than you have. Always treat people with the courtesy and respect that they deserve and remember that their opinions are valued and have been valued for a long time. Observe the staff for your own information also. If the staff seems happy, has a good working relationship with the lawyers in the firm, and the atmosphere seems fairly positive, there is a high likelihood that the office is a pleasant place to work where people are appreciated.

Be observant. The callback is your opportunity to interview the employer and make that extremely important decision about whether or not this is a place where you can happily begin your career.

If you have any specific questions about callback interviews or want help strategizing, contact your career advisor.
The Ohio State University Moritz College of Law’s non-discrimination policy supports equal opportunity in interviewing. Despite the fact that employers agree to abide by this policy as a condition of interviewing at Ohio State, interviewers sometimes ask inappropriate questions during the interviewing process.

By inappropriate questions, we generally mean any number of questions, asked directly or indirectly, regarding subjects such as sex, age, race, color, gender identity or expression, religion, national or ethnic origin, disability, sexual orientation, and Vietnam-era or other veteran status.

If you have any questions or concerns about equal opportunity interviewing, please contact the Career Services Office.
In order to ease your anxiety, here are some simple thoughts to help you take a deep breath and say, “I got this.”

First of all, keep in mind that the #1 quality sought in an interview is…

**SENSE OF MOTIVATION**

Each of you had your own drives to get you here to law school. And each of you have persisted and worked extremely hard to get where you are right now – preparing for an interview. Make the employer see what drives you. Let the employer know why you are motivated to become a lawyer. This is the easy part because you get to sell yourself and express your motivation.

In addition, according to NALP, there are a few other qualities that are commonly sought after during an interview…

**MATURITY AND SENSE OF RESPONSIBILITY**

**VERBAL AND NONVERBAL COMMUNICATION SKILLS**

**ABILITY TO ANALYZE AND ARTICULATE ISSUES**

**EYE CONTACT**

Lastly, during the interview, it is important to remember that the firm has a goal which they anticipate reaching during each and every interview. Specifically, they would like to learn and recognize how interested you actually are in their firm and why you are interested in their firm. Likewise, they are sizing you up. Basically, they are looking to see if you are easy to talk to, confident and focused, and if you demonstrate good communication skills. Keep in mind teamwork and collaboration - they are looking for someone whom they will enjoy working with, side-by-side, for long hours. A good match between interviewer and interviewee should be crucial to both individuals during decision-making times.

Overall, a well-rounded candidate stands out. Moreover, they will want to hear about your other interests besides law. This is their chance to establish rapport and make a connection. View it as an opportunity to get the employer to remember something specific about you! Play up your strengths and interests that make you, YOU!

Specific questions likely to be asked are:

- **WHY DID YOU CHOOSE OUR FIRM?**
- **WHY ARE YOU INTERESTED IN THIS SPECIFIC AREA?**
- **WHY DO YOU WANT TO REMAIN IN THIS CITY?**
- **WHY DID YOU WANT TO BECOME A LAWYER?**
How to Prepare for a Phone Interview

While many of the same general rules for an in-person interview apply to a phone interview (research the employer thoroughly, have questions prepared, send a thank you note, and so on), here are a few additional things you will want to think about for a phone interview:

- **Scheduling:** You will want to think through the logistics thoroughly, including who will initiate the call, the exact time of the call (taking time zones into consideration), the name(s) and phone number(s) of the people with whom you will be speaking.

- **Technology:** If at all possible, use a landline instead of a cell phone to ensure sound quality and that the call is not dropped. If you need assistance finding a quiet place with a landline during the day, ask the Career Services Office and we can try to help you with this. Also, do not use speaker phone, as this can make your voice sound distant and hard to hear.

- **Tone of voice:** Unfortunately in a phone interview, you cannot communicate non-verbally and cannot read your interviewers non-verbal cues. You will need to communicate everything through your voice, so speak slowly and clearly with moderate volume. Also, be sure that your enthusiasm and positive energy come through in your tone.

- **Starting the conversation:** Have your elevator speech ready. After introductions and pleasantries, be prepared to give a brief summary of who you are and your qualifications for the position.

- **Language:** Use proper, descriptive language rather than slang. So say “yes” rather than “yeah.” Also, try to avoid yes or no answers. Try to use complete sentences to concisely answer questions.

- **LISTEN!** Listen to the interviewers’ names, listen to their questions, and listen to their answers. Again, since you aren’t able to communicate non-verbally, show that you are listening by saying things like “yes” or “I see.”

We are a participant in the Law School Connect video conferencing network, which enables law firms, judges and nonprofit employers to remotely interview Moritz students via video conferencing equipment and network connectivity in place in the library Bench and Bar Room.

Students interested in using video conferencing for a clerkship interview should contact Liza Larky, larky.2@osu.edu. All other students should contact Kylee Gonzalez, gonzalez.571@osu.edu, to arrange the video conference.

Helpful Video Conference Interview Tips

Think of the video conference in the same way as you would a physical face to face interview and do your preparation accordingly. However, there are some subtle differences because of the technology. The following video conference interview tips will help you negotiate these successfully.

- **Professional attire:** Dress as you would for an in-person interview. Wear neutral, dark, solid colors avoid a light jacket. Checks, stripes and busy patterns should be avoided as these may distort with movement.

- **Get there early:** If you are using the College's video conferencing technology, you should arrive 15 minutes before the start time of the video conferencing interview so that you can become familiar with your surroundings before the interview begins. A Career Services Office staff member will explain the process to you and will adjust the camera and volume if necessary.

- **Quiet setting:** Make sure you are in a quiet space like the Bench and Bar Room and avoid distractions. Understand the quality of the equipment and sensitivity of the microphone; avoid tapping your pen on the desk or shuffling papers.

- **Minimize movement:** Keep your hand or body movements down to a minimum. Rapid or repetitious movements can look quite jerky on a video monitor or you could move out of shot.

- **Eye contact:** Make direct eye contact. As you speak look at the camera, positioned on top of the monitor, rather than the monitor itself. This will give a better appearance of eye contact. Speak normally as you would in a conversation.

- **Technical problems:** Should there be any problem such as the picture freezing, do calmly inform the interviewer(s). Explain what you can see, or not see and that you will be leaving the room for a moment to ask for help.

- **End of interview:** At the end of the interview, thank the employer for the interview. Remember, unless the call has been disconnected, they may still hear/see you.

Follow-Up Correspondence

In addition to your application materials, follow-up correspondences, such as thank you notes and acceptance/rejection communications, provide you with opportunities to further interact with an employer, as well as provide the employer with important information about you.

Thank You Letters

After meeting with an employer, it is courteous and professional to send a thank you 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 them.

Thank you letters should be sent as soon as possible following the interview. If you interview with many people in a single day, it is better to send individualized letters to each interviewer or one well written letter to an interviewer with whom you had a good rapport than a form letter to all of the interviewers. If you choose to send one letter, you can include a sentence such as “I would like to thank you and all of the interviewers who took the time to meet with me.”

To set your thank you letter apart from other applicants, mention a subject matter that you discussed in your interview. Perhaps reminding the firm of the fit between your background and a particular practice group, or a topic you discussed reminds you of an interesting article or research you have come across. Such information shows that you were truly engaged in the interview and it establishes a personal connection with the employer.

Even if you find that you are not interested in a particular employer, a professional and well-written expression of appreciation may help to keep options available to you later.

It is always a good idea to send a thank you letter. Be mindful that you are still being evaluated by the employer, so be sure your thank you note is well-written and free of grammatical and spelling errors.

A word about email and hardcopy

It is acceptable to send a thank you note via email or as a hardcopy. Here are some things to consider when deciding which method to use:

- With initial on-campus interviews, often decisions about second round interviews are made quickly and sometimes before a snail-mail thank you note would reach an employer.

- Some decision makers with whom you interview may be more traditional and may be impressed if you take the time to write and email a letter or hand-written note. If you choose to send a hardcopy thank you note, be sure your handwriting is easy to read and looks professional or type and sign your note.
Thank You Letter Following an Interview

Your Address
City, State Zip

Current Date

Samuel H. Bellisario
Murray & Murray
1001 East Ninth Street
Cleveland, Ohio 44115

Dear Mr. Bellisario:

Thank you for taking the time from your busy schedule to meet with me to discuss a summer clerkship with Murray & Murray.

Your candor in discussing the firm’s expectations of summer clerks was most appreciated and the volume and complexity of the work you described sounds both challenging and rewarding. The rotational aspect of the summer program is consistent with my interest in previewing the work in each of the firm’s substantive areas. I am confident my strong organizational and analytical skills developed in law school and last summer’s judicial externship would be well utilized at Murray & Murray. I remain enthusiastic about the prospect of joining the firm this summer.

Again, I appreciated the opportunity to interview and I look forward to hearing from you in the near future.

Sincerely,

Scott Sanders

Individualize your thank you note and reinforce the idea of the ideal fit between you and the organization.
Follow-Up Correspondence: Response to an Offer

Response to an Offer

An offer of employment requires you to make a very important decision. You should acknowledge an offer of employment within 24 hours of receiving it. Be prepared to accept, decline or request more time to decide. If there are particular issues that are important to you, ask about them before you accept or decline an offer.

The following sample letter suggests alternate content depending upon the nature of your response. A response to an offer can also be provided by phone or email and in many cases those forms are preferable.

Dear Ms. Smith:

(Introduction)

Thank you for the generous offer to join Bricker as a 2012 summer associate.

(If you accept)

I am delighted to accept the position that runs from May 10 to August 1 with the monthly salary of $8,000.

(If you wish to postpone the offer)

I enjoyed my visit to the firm. I am excited about the opportunity, and I am seriously considering the offer. This is an important decision, and I will make every effort to respond as soon as possible.

(If you reject the offer)

I enjoyed my visit to the firm and the many fine attorneys I met; however, I have accepted an offer from another organization. The decision was particularly difficult given my interest in and level of comfort at Bricker. Should circumstances change in the future, I hope to be in touch.

(Closing)

Thank you for the vote of confidence in my abilities this offer represents. (If accepting) I am eager to join the firm and look forward to a mutually satisfying summer. (If postponing) I will be in touch with you as soon as I am able. (If rejecting) Your understanding of my decision is most appreciated.

Sincerely,

Sally Student
Follow-Up Correspondence: Withdrawal from Consideration

Give a reason that will not prevent you from being considered by the firm at a future date. Circumstances change and you want to leave opportunities open. A Moritz career counselor can always help you craft a withdrawal letter. You can also withdraw your candidacy by phone or email and in many cases those forms are preferable.

Sample Letter

123 Any Street
Columbus, OH 43215

Current date

Samuel H. Bellisario
Murray & Murray
1001 East Ninth Street
Cleveland, Ohio 44115

Dear Mr. Bellisario:

Thank you for the opportunity to interview for a summer clerkship with Murray & Murray last week. I enjoyed everyone I met and was impressed with the firm’s practice. However, I have decided to accept an offer with a firm in Seattle. I hope that if circumstances change I can contact you in the future.

Sincerely,

Scott Sanders
Conduct and Etiquette of the Profession
Email Etiquette

When contacting potential employers via email, it is important to remember that your email will be your first chance to make a good impression. While email correspondence follows the same rules as snail-mail in many respects, there are some unique things to know when emailing an employer about a job opportunity:

- 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 Summer Associate Application.” Do not leave the subject line blank.

- Attach all required **documents** in a format that can easily be opened by employers, generally Word or pdf. A pdf file is preferable so that you can ensure your document is not accidentally altered by a bump of someone’s keyboard.
  - Be sure that all attachments are named in a way that clearly identifies them.

- Attach your **cover letter** 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 embedding it in your email will ensure it looks professional when printed.

- Write a brief and clear **email**, generally 5-6 sentences or less. Sample email text:

  ```
  Dear Ms. Smith:

  I am a first year student at The Ohio State University Moritz College of Law applying for the summer associate position with your firm. I have attached my cover letter, resume, and unofficial transcript to this email. 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,

  Sally Student
  ```

- 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 to a prospective employer should be formal, just like a snail-mail application. Your grammar, punctuation, capitalization, and spelling should be error-free, and do not use emoticons or text-messaging acronyms (😊, BTW, etc.).

- **Respond** to employer emails promptly (within 24 hours). However, do not be surprised if employers do not respond to your emails immediately. Remember that potential employers are busy with their day-to-day work. Generally, give employers at least a week or two before you contact them to follow up.
Sample Email to Employer about a Job Opportunity

Dear Ms. Hann:

Attached please find a copy of my cover letter and resume in response to your job posting number 313121 on the Moritz College of Law Symplicity system. I am available to meet at your request and can be reached anytime on my cell phone. I look forward to hearing from you.

Sincerely,

Tracy Simmons
Juris Doctor Candidate, Class of 2014
The Ohio State University Moritz College of Law
(614) 553-1234
sirmons.243@osu.edu
Professionalism in a Technology-filled Workplace

As you walk into your summer or school-year job with your smartphone and sit down at your computer, follow these professionalism guidelines to help ensure a successful work experience:

- **Be present.** While it may be tempting to text a friend or check Facebook on your phone as you ride the elevator up to your office, doing so sends the message “don’t approach me” to those around you. Being a successful lawyer is a lot about making connections, so don’t miss opportunities to be present in the moment and connect with those around you. This applies to many social situations you will encounter, including lunches, dinners, and cocktail hours. Be a good listener, and focus on the people you are with instead of your phone.

- **Be conscious of your time and work quality.** If you have a personal smartphone that you keep with you throughout the day, turn the ringer off, and be mindful that you are on company time (and possibly a client’s time depending on the project). If you have your personal email or social media pulled up while you are working, think about whether your productivity is being affected. Don’t let your work suffer because you are distracted.

- **Use email thoughtfully.** Email is very effective in many situations, including when you want to send a quick update, answer a quick question, or keep a record of information. However, you can lose tone and emotion in an email and it is not the most effective way to communicate a nuanced message or to solve a detailed problem. In those situations, talk through the issue over the phone or face-to-face. When an email is appropriate, here are a few general tips for writing professional emails:
  - Include a relevant subject line.
  - Address the person you are communicating with by name. For example, “Sally,” or “Hi Sally.”
  - Check spelling, grammar, and punctuation before sending an email to ensure it is error-free.
  - Avoid emoticons and excessive exclamation marks.
  - End your email with a sign off and your name. For example, “Best regards, John.”

- **Prioritize meetings and conversations, and minimize distractions.** If you are meeting with your mentor or sitting in on a client meeting, you do not want the buzz of your smartphone to interrupt the conversation. In the rare situations when you have an urgent matter (i.e. your wife is in labor), explain what is happening up front and apologize for having to keep your phone on. Also, when you attend a meeting or presentation, listen. If you are checking your phone or Facebook on your laptop, the speaker will know, and it sends the message that you are not interested and have more important things to do. By minimizing your distractions, you will be better able to listen, learn, and connect with other professionals.

If you have questions about workplace professionalism, please contact your career advisor.

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Making the Most of Your Summer Job

Summer (or part-time school year) jobs are a great opportunity to build references, form relationships with attorneys and professionals, and possibly earn an offer for future employment. Before starting a position, review the list below and prepare to impress your employer.

- **Master the art of taking assignments** – Working on an assignment for an attorney requires that you understand what the attorney wants. Your assignments will be different than what is expected of you in law school – instead of issue spotting, you will be expected find answers for clients. To ensure you understand the scope and content of the assignment given, ask questions and take notes when the assignment is given. Follow up with questions as you work on the assignment. Some of the basic questions you may want to ask when you receive an assignment include:
  - How long should I spend on this assignment?
  - When do you need this by?
  - Which jurisdiction should I focus my research on?
  - Are there particular materials or pleadings I should read as background?
  - Should any particular sources (i.e. statutes, case law, or legislative history) be the focus of my research?

- **Err on the side of formality when preparing your assignments** – As you are writing up the findings of your research for an assignment, keep in mind that your work will go into the client’s file and may be relied upon after you leave. So give context for the work you have done by writing a formal research memo summarizing your work. Even if the assigning attorney has expressed a preference for receiving your assignment via email, include a memo with your findings instead of simply sending a list of links to the relevant case law.

- **Your work should be thorough, error-free, and timely** – As a practicing attorney, you will have to balance productivity with perfecting your work. All of your assignments must be turned in timely. Mistakes undermine the credibility of your work, so you will want to allot yourself time to do a final read through to ensure your work thoroughly addresses the issue presented and is error-free.

- **Be organized and prepared** – If you need help with an assignment, don’t ask the assigning attorney questions off-the-cuff. Go in prepared with a list of well thought-out questions. And throughout the summer keep track of the projects you are working on, the research you have completed, and the time you have dedicated to projects so that you can give your assigning attorneys updates whenever you are asked.

- **Act like a lawyer** – Lawyers are concerned about the confidential and privileged nature of information. While attorneys may talk about cases freely with co-workers in their office, remember that being out in public is different and client information should be kept in the strictest of confidence. Before working on projects at home, ask about your office’s policy. Your employer may not want client information going home with you.

- **Wear appropriate attire every day** – As you learn the office culture, start out by dressing more conservatively. As you progress through your summer, pay attention to the office environment, and emulate the people working at your site. It is always better to err on the side of formal and conservative.
- **Take constructive feedback graciously** – Attorneys are extremely busy, so be thankful that an attorney is taking time to give you feedback and welcome the opportunity to learn and grow. And you don’t have to wait for someone to give you feedback; seek out input on the work you have completed. Offer to make changes based on the feedback provided, and provide the attorney a revised copy.

- **Be your best self for the entire summer** – Focus on making a good impression for the entire summer, with everyone you encounter. One way to do this is to get the easy things right, such as:
  - Do stand up and shake hands when you meet someone
  - Don’t go to the printer with your shoes off
  - Attend social events and be pleasant and personable, but don’t fall into the trap of thinking that the summer is one big party
  - Always ask yourself how you can be most helpful, and work accordingly

- **Be reliable and professional** – Show you understand that your employer is running a business and needs to maximize production and minimize expenses. Think of this as a summer long interview, and focus on selling yourself as a person and a professional.
What is Business Casual?

Before deciding what to wear, think about the environment you are entering. Is this a firm reception for students that suggests business casual attire, or a summer position where the day-to-day dress code is business casual? With a firm reception, many of the attorneys may be wearing suits and you will probably want to dress in a more formal manner; if it is a summer position, you will have time to get a sense of what the typical attire is in the office and conform accordingly. Either way, when dressing for a business casual environment, always err on the side of business, NOT casual. Remember, how you dress reflects your professionalism and good judgment.

Here are some specific tips when you are dressing for a business casual environment:

**For Men:**
- Ties are generally not required for business casual.
- Long-sleeved shirts are still the accepted norm. If you choose to wear short-sleeves, polo shirts are a safe choice.
- Conservative shirt colors are standard, with blue and white being classics.
- Dockers or dressy khakis are appropriate (with or without cuffs); formal slacks are not required.
  - Pants should fit and be cut well.
  - Jeans, sweatpants, and shorts should NOT be worn in a law office.
  - Light-colored athletic socks, sandals, flip-flops, and athletic shoes should not be worn to the office.

**For Women:**
- Solid colored tailored shirts, knits, and blouses are safe choices. Long or full short sleeves are best.
- Tank tops are not appropriate, unless being worn under a jacket that will not be taken off.
- Skirts and pants should be dark and neutral in color – navy, gray, black, and khaki are good.
- Skirts should reach knee length while standing and offer full coverage when seated. Slits should not be high or placed provocatively.
- Pants should be tailored and fit well, but need not be creased. Pants should not be too tight or sit too low.
- Jeans are not appropriate for a law office.
- Simple accessories, such as earrings and necklaces are best. Jewelry should not be a distraction.
- Open-toed shoes are appropriate in some circumstances, but should not veer into sandal territory. Glittery or strappy shoes should not be worn.

Overall, remember that the law is a conservative profession, and it is better to overdress than to underdress.

Looking your best is essential at any given moment of your career. School events, programs, and receptions, office and lunch interviews, and entertainment venues and office outings all pose important personal appearance decisions. Therefore, it is important to start by building a professional wardrobe.

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

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 Suits (Black, Navy, Charcoal Gray)</td>
<td>2-3 Suits (Black, Navy, Charcoal Gray)</td>
</tr>
<tr>
<td>10-15 Dress Shirts (White, Colored, Patterned)</td>
<td>5-10 Blouses (White, Colored)</td>
</tr>
<tr>
<td>5-10 Ties</td>
<td>1-2 Skirts (Black, Navy)</td>
</tr>
<tr>
<td>2-5 Pants</td>
<td>2-5 Pants</td>
</tr>
<tr>
<td>2-3 Sport Coats</td>
<td>2-3 Pairs of Shoes (Black, Navy)</td>
</tr>
<tr>
<td>2 Pairs of Dress Shoes (Black, Brown)</td>
<td>Belt</td>
</tr>
<tr>
<td>2 Belts (Black, Brown)</td>
<td>Top Coat/Rain Coat</td>
</tr>
<tr>
<td>Top Coat/Rain Coat</td>
<td>Various scarves, purses, and jewelry</td>
</tr>
</tbody>
</table>

**Shopping Suggestions**

You do not have to spend lots of money to build your wardrobe. Purchasing a couple of quality suits in basic colors and traditional cuts can be paired with inexpensive accessories. Consider the following:

- When choosing a place to shop, consider your budget and shop wisely. Look and ask for deals or specials.
- Take a friend whose opinion you trust. Ask them to help you make wise decisions.
- Buy basic items that work with one another – consider complementing fabrics, color, and patterns.
- Avoid trendy suits, shoes, and accessories.
- Ignore your “size” and ensure a proper fit – if an article of clothing needs tailoring, have it done professionally.
- If you are unsure of what a tailoring term means, ask for clarification.
- Look, feel, and try on before you buy. If you have doubts, don’t buy it! Don’t rush yourself.

**Attire & Appearance Generally**

When in doubt you should keep your appearance conservative or traditional. Keep it simple and basic. Also, keep in mind the following:

- Don’t over accessorize (i.e., no big earrings, giant pocket squares).
- Polish shoes, use a lint roller, have suits, shirts, or blouses professionally cleaned and pressed.
- Get a haircut, update hair coloring, get a manicure.
- Cover visible tattoos.
- Wear little or no cologne, perfumes, or other overly strong fragrances.

<table>
<thead>
<tr>
<th>Women</th>
<th>Men</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always wear hosiery when wearing a skirt suit.</td>
<td>Always wear a plain undershirt.</td>
</tr>
<tr>
<td>Use little to no make-up.</td>
<td>Keep facial hair neat/trimmed.</td>
</tr>
<tr>
<td>Wear appropriate heeled shoes.</td>
<td>No earrings or long hair.</td>
</tr>
</tbody>
</table>

*Building & Maintaining a Professional Wardrobe & Appearance* by Shawn M. Beem, Capital University Law School.
Career Services Resources
Career Search Travel Reimbursement

The Office of Career Services offers Career Search Travel Reimbursement to reimburse second and third year students for travel and related expenses associated with career search activities. The reimbursement will not exceed $100 per student per fiscal year which begins July 1.  

The career search activities for which you can be reimbursed include job fairs, conferences that have job fairs as a component, and interviews. To be eligible for reimbursement:

1. Complete a Career Services Travel Reimbursement Request Form prior to travel, so that the University can pre-approve reimbursement. Forms may be obtained from Kylee Gonzalez the Career Services office, Drinko 104.
2. Following travel, complete the Career Services Travel Reimbursement Form. Submit the completed forms along with documentation of expenses to the Career Services Office within 30 days of the expenditure.

Students will be reimbursed by Financial Aid, and any holds (parking tickets, library fines, tuition) will prevent reimbursement. Students should also be signed up for direct deposit. For more information, contact Kylee Gonzalez at gonzalez.571@osu.edu.

Another possible source of funding you can explore is the OSU Inter-Professional Council (IPC) reimbursement. For information on IPC funding, visit the IPC website at http://www.ipc.osu.edu/Funding/funding_options/for_students_pdf.

Video Conferencing

We are a participant in the Law School Connect video conferencing network, which enables law firms, judges, and nonprofit employers to remotely interview Moritz students via video conferencing equipment and network connectivity in place in the library Bench and Bar Room. Please contact the Kylee Gonzalez (gonzalez.571@osu.edu) in the Office of Career Services if you wish to use the equipment.

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4 The travel reimbursement offered for students interviewing for post-graduate judicial clerkships is $300.
Career Services Programs and Events

Annual Programming

Throughout the year, Career Services puts on various programs and events that introduce students to different career opportunities and resources. Information about events throughout the year will be included in the weekly Career Services Bulletin and on the Career and Student Services Facebook page.

Mock Interview Program

1Ls are offered the opportunity to be matched with a local practicing attorney for a 30-minute mock interview followed by constructive feedback and coaching. Every effort is made to match students to attorneys who work in the practice area or work environment that the student wishes to ultimately join.

By preparing a cover letter and resume, researching the employer, dressing in professional attire, traveling to the attorney’s office, and undergoing a mock job interview, students receive valuable experience and are better prepared for the spring recruiting season.

Moritz On-Campus Interviews

Moritz’s Fall On-Campus Interviewing Program (OCI) brings employers to campus to interview 2L and 3L students for summer and permanent positions. The Program begins in early August and continues through early Fall. Employers are predominantly medium to large firms but also include government employers. About 80% of the employers are interviewing students for summer associate positions. Students who have successful summer clerkships will often receive offers of permanent employment in the fall of their third year. Most firms hire only as many summer clerks as they have permanent positions to offer.

The National Association for Law Placement (NALP) member firms and schools, including Ohio State, follow the guidelines for timing of acceptances and offers. http://moritzlaw.osu.edu/careerservices/about/nalp.php. (Also included later in Appendix B of this handbook.)

Moritz’s Spring Semester OCI occurs from February to March. Public and private legal employers come to campus to interview 1L, 2L, and 3L students.

The Opportunity Forum Job Fair – Ohio Public Interest and Government Employers

Students learn about job opportunities with public interest and government employers and have the opportunity to interview with select employers. Opportunities include both volunteer and paid positions.

Off-Campus Job Fairs

As a member of The National Law School Consortium (NLSC), we hold job fairs in various large U.S. legal markets, such as New York, Chicago, and Washington, D.C. The National Law School Consortium is an association of nine top public law schools from across the United States. Employers who participate in these job fairs include a cross section of large firms, medium-sized firms, and government employers.
In addition, we provide our students access to a number of regional and practice-specialized job fairs. Some of these, such as The Loyola University Chicago School of Law Patent Law Interview Program, require specialized experience. Others, such as The Equal Justice Works Career Conference and Job Fair, are open to all interested students.

In cases where there is a school registration fee, Career Services pays such fees. Individual participation fees or travel expenses related to attendance at job fairs is generally the responsibility of the individual students who are attending. The Moritz Career Services Travel Reimbursement Program can help defray interviewing costs for second- and third-year students (see prior section on travel reimbursement).

We are always willing to facilitate student attendance at job fairs for which Moritz students are eligible. Please be aware, however, that many job fairs limit attendance to students from specific schools, based on regional or other criteria. As such, Moritz students may not be eligible to attend some job fairs. A list of nationwide job fairs is published by the National Association for Law Placement (http://www.nalp.org).
The Career Services website ([http://moritzlaw.osu.edu/careerservices/](http://moritzlaw.osu.edu/careerservices/)) features resources to help you throughout your job search process. Familiarize yourself with this resource, and use the webpage regularly throughout your job search. Here is a listing of the primary sections of the webpage:

- Assess Your Strengths and Interests
- Start Your Job Search
- Tools for Landing the Job
- Finding Job Opportunities
- Videos/Podcasts
- Career Services Bulletin

The Career Services website also contains a list of useful job resource links at [http://moritzlaw.osu.edu/careers/students/career-toolkit/finding-job-opportunities/useful-jobresource-links/](http://moritzlaw.osu.edu/careers/students/career-toolkit/finding-job-opportunities/useful-jobresource-links/). This one-stop-shop of job search links is a centralized way to find resources about various substantive areas of law, different geographic regions, alternative career paths, and much more.

Some resources, including those listed below, will require passwords. Please visit the Career Services website [https://moritzlaw.osu.edu/careerservices/passwords.php](https://moritzlaw.osu.edu/careerservices/passwords.php) to find the current usernames and passwords as necessary.

**Username and password required for the following:**

- **2015-2016 Guide to State Judicial Clerkships**
- **BYU Intercollegiate Job Bank**
  [https://www.law2.byu.edu/career_services/jobbank/](https://www.law2.byu.edu/career_services/jobbank/)
- **2015-2016 Government Honors & Internship Handbook**
  [http://arizonahandbooks.com/u/OSUcareerservices](http://arizonahandbooks.com/u/OSUcareerservices)
- **Public Policy Handbook**
  [http://arizonahandbooks.com/u/OSUcareerservices](http://arizonahandbooks.com/u/OSUcareerservices)

**OSU Symplicity System**
In addition to the Moritz Symplicity system, you can also access the OSU campus-wide Symplicity system to search for jobs and find employers. To access the OSU Symplicity system, follow these steps:

2) Under the first heading Buckeye Careers Network, click the Current Student Access.
3) Enter name.# and OSU password to enter the system.

If you are directed to a registration page, you will need to complete that before the above steps will work. Registrations will need to be approved, so there is a waiting period before access is granted.
Government and Public Interest Resources

For more information, see Cybele Smith or email smith.302@osu.edu.

Umbrella Organizations for Public Interest and Government Employers:
- Legal Services Corporation: [www.lsc.gov](http://www.lsc.gov)
- National Legal Aid & Defender Association: [www.nlada.org](http://www.nlada.org)
- National District Attorneys Association: [www.ndaa.org](http://www.ndaa.org)
- National Association of Attorneys General: [www.naag.org](http://www.naag.org)

Federal Government Opportunities:
- Partnership for Public Service: [www.ourpublicservice.org](http://www.ourpublicservice.org)
- USA Jobs: [www.usajobs.gov](http://www.usajobs.gov)
  - *Since not all agencies post on USA Jobs, check individual agency websites as well.
- U.S. House Vacancy Announcements: [http://www.house.gov/content/jobs/](http://www.house.gov/content/jobs/)
- U.S. Senate: [http://www.senate.gov/](http://www.senate.gov/)
  - [http://slc.senate.gov/Careers/careers.htm](http://slc.senate.gov/Careers/careers.htm) (Office of the Legislative Counsel)

State and Local Government Resources:
- ABA Section of State and Local Government: [http://www.americanbar.org/groups/state_local_government.html/](http://www.americanbar.org/groups/state_local_government.html/)

Public Interest Resources:
- PSJD: [www.psjd.org](http://www.psjd.org)
  - *Includes substantive job-seeking resources in addition to its jobs databases.
  - The PSJD Resource Center ([https://www.psjd.org/resource_center](https://www.psjd.org/resource_center)) has a number of resources on government hiring, post-graduate fellowships, international opportunities, and much more.
- Idealist: [www.idealist.org](http://www.idealist.org)

Debt / Salary Issues:
- Equal Justice Works: [www.equaljusticeworks.org](http://www.equaljusticeworks.org)
  - *Publishes, “Financing the Future: Responses to the Rising Debt of Law Students” and other resources.

Pro Bono Resources:
- ABA Center for Pro Bono: [http://www.abanet.org/legalservices/probono/home.html](http://www.abanet.org/legalservices/probono/home.html)
- Pro Bono Institute: [www.probonoinst.org](http://www.probonoinst.org)
Appendix A:
More on Federal Government Hiring
Federal Government Jobs

The federal government has many different programs for students seeking summer or school year work and for new law school graduates seeking employment. The following information is meant to provide an overview of federal government opportunities for students. For more information about federal government jobs, please visit the Career Services website at

Student Employment Opportunities with the Federal Government

Virtually every legal office in the federal government hosts summer and school year interns, and an excellent resource for finding these opportunities is the Government Honors & Internship Guide, available at
http://arizonahandbooks.com/u/OSUcareerservices. Here are some of the programs offered through the federal government:

• **Pathways Internship Program**: The program is administered by individual federal agencies, all agencies must post opportunities on www.usajobs.gov/studentsandgrads/. Through this program, students hired into internships can be eligible for conversion to permanent positions after the completion of 640 successful hours of service, although they are not entitled to conversion.

• **Volunteer Legal Intern Opportunities**: Federal government employers across the country, including the U.S. Attorneys’ Office, Immigration Courts, and other department field offices host volunteer interns. See The United States Department of Justice, Student Opportunities, available at http://www.justice.gov/legal-careers/student-opportunities.

Post-graduate Opportunities with the Federal Government

There are three main ways that graduating law students enter federal employment:

• **Recent Graduates Program**: This is a new program meant to streamline and add transparency to entry-level hiring. Students are eligible for the program for up to two years after receiving a degree. Agencies are required to post available Pathways Recent Graduates positions on www.usajobs.gov/studentsandgrads. Successful applicants are placed in a one year developmental program, and are then eligible for, but not entitled to, conversion into a permanent position or term-limited appointment. Many agencies require bar passage, but some agencies specify a period of time in which the applicant can sit for and be admitted to the bar.

• **Honors Programs**: Many federal agencies hire new attorneys primarily (and sometimes solely) through an Honors Program. The most comprehensive resource for Honors Programs is the Government Honors & Internship Guide. (See http://arizonahandbooks.com/u/OSUcareerservices.) The summer before the third year of law school is when students generally research and begin applying for the Federal Government Honors Program.

• **Presidential Management Fellows Program (PMF)**: A competitive program that recruits masters, law, and doctoral students for policy and management jobs in the federal government. Applications for the Presidential Management Fellowship Program are typically due in the fall of

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a student’s third year of law school. For more information on the PMF Program, please contact Cybele Smith at smith.302@osu.edu.

**Government Salaries and Loan Repayment**

At most federal agencies salaries are set by the General Schedule (GS), which goes from Grades 1-15. Within each grade level there are several steps, often as many as ten. Length of tenure in a position and job performance can bump employees up by steps within their grade; this will also help lead to salary increase.

Master’s level graduates usually enter at level GS-9 or higher, depending on prior work experience. Special rules allow agencies to pay attorneys more, so law school graduates often start at a GS-11 or higher, depending on whether the applicant is entering an Honors Program or has judicial clerkship experience. It is important to note that there are variations in pay based on geography or calculated cost of living differentials. Additionally, there are excellent opportunities for advancement in government.

Many federal agencies also offer student loan repayment benefits. Federal agencies are authorized to provide up to $10,000 in loan repayment assistance per year for federal loans with a total lifetime cap of $60,000 per employee.

To learn more about the General Schedule and view locality pay tables, visit [www.opm.gov](http://www.opm.gov).
Where the Jobs Are

There are approximately 107,789 employees working in the legal field in executive and independent agencies. Examples of these types of jobs include attorneys, law clerks, paralegal specialists, and contract representatives. The following figures take account of individuals working in the United States, U.S. territories, foreign countries, and unspecified locations; they include cabinet level agencies and large, medium, and small independent agencies. At the cabinet level, the agencies that employ the most individuals in law-related positions are:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Employees as of March 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of the Treasury</td>
<td>20,333</td>
</tr>
<tr>
<td>Department of Veterans Affairs</td>
<td>17,748</td>
</tr>
<tr>
<td>Department of Justice</td>
<td>15,735</td>
</tr>
<tr>
<td>Department of Defense*</td>
<td>5,966</td>
</tr>
<tr>
<td>Department of Homeland Security</td>
<td>3,517</td>
</tr>
</tbody>
</table>

There are currently 35,347 general attorneys employed by the federal government in the United States, U.S. territories, foreign countries, and unspecified locations; this figure includes cabinet level agencies and large, medium, and small independent agencies. At the cabinet level, the agencies that employ the most attorneys are:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Employees as of March 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Justice</td>
<td>10,295</td>
</tr>
<tr>
<td>Department of Defense*</td>
<td>3,330</td>
</tr>
<tr>
<td>Department of the Treasury</td>
<td>2,196</td>
</tr>
<tr>
<td>Department of Homeland Security</td>
<td>2,069</td>
</tr>
<tr>
<td>Department of Commerce</td>
<td>938</td>
</tr>
</tbody>
</table>

*For purposes of categorization, we have combined all of the military branches – Department of the Air Force, Department of the Army, and Department of the Navy – with the Department of Defense employees, as reported in Fedscope.

There is a wide variety of opportunities available for both attorneys and individuals with legal backgrounds at federal agencies across the government. To learn more about various agencies, their missions and available positions, visit individual agency websites, USA.gov, USAJOBS.gov, and makingthedifference.org.

Suggestions for Government Job Interviews

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

- **Be prepared to explain why you are interested in public service.** Many 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 government.

- **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.

- **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.

- **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.

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

If you are interested in doing a practice interview prior to your employment interview, please contact your career counselor.

Appendix B:
NALP Principles and Standards
NALP Principles and Standards

Principles and Standards for Law Placement and Recruitment Activities

(effective February 13, 2015)

INTRODUCTION
The National Association for Law Placement (NALP) was organized in 1971 to promote the exchange of information and cooperation between law schools and employers. In order to advance those interests, the Association has developed these "Principles and Standards for Law Placement and Recruitment Activities."


The "Principles and Standards for Law Placement and Recruitment Activities" are organized as follows:

I. General Principles
II. Principles for Law Schools
III. Principles for Candidates
IV. Principles for Employers
V. General Standards for the Timing of Offers and Decisions

NALP encourages law schools and legal employers to educate all participants in the law placement and recruitment process about the spirit and the letter of these Principles and Standards. NALP urges all participants in the law student recruitment process, including members and non-members of NALP, to abide by these Principles and Standards. These Principles and Standards are designed to empower law schools, legal employers, and law student candidates ("candidates") to self govern based on the concepts set forth below. NALP expects such governance will be managed with the highest regard for the best interest of all involved parties.

PART I. GENERAL PRINCIPLES

Successful recruitment and placement of law students requires cooperation and good judgment from three groups -- law schools, candidates, and employers. These Principles and Standards provide concrete guidelines for each group. Nothing in the Principles and Standards is intended to alter any legal relationships among the participants, but participants are urged to carry out all obligations in good faith.

Activities related to the placement and hiring of law students should be conducted on the highest ethical and professional level. Timely exchange of accurate information is essential. Recruitment activities should be scheduled so as to minimize interference with students' academic work.

Underlying these guidelines for ethical behavior is NALP's fundamental commitment to helping to make the legal profession accessible to all individuals on a non-discriminatory basis. NALP is strongly opposed to discrimination which is based upon gender, age, race, color, religious creed, national origin, physical disability, marital, parental or veteran status, sexual orientation, or the prejudice of clients related to such matters.

In addition to abiding by these guidelines, all parties concerned with placement and hiring should observe strictly all relevant laws, accreditation standards and institutional policies. A law school may deny use of its career services facilities to students and employers who fail to adhere to these Principles and Standards. If unusual circumstances or particular organizational constraints require a law school, a candidate, or an employer to modify any provision herein, every effort should be made to find an alternative acceptable to all parties concerned.

PART II. PRINCIPLES FOR LAW SCHOOLS
A. Law schools should make career planning services available to all students.

1. Career planning and counseling are integral parts of legal education. Law schools should dedicate to them adequate physical space, equipment, financial support, and staff.
2. The professional services of a career planning office should be available to students without charge.
3. Law schools should strive to meet the career planning needs and interests of all students. Preferential treatment should not be extended to any student or employer.

B. Law schools should subscribe to and promote practices that protect their students' legal rights.

1. Law schools should articulate and publish meaningful policies prohibiting discriminatory hiring practices. Employers should be required to sign a non-discrimination statement prior to recruiting on campus. Procedures should be developed and published whereby claims of violations can be investigated and resolved promptly and fairly.
2. Students' privacy should be protected against illegal or inappropriate dissemination of personal information. Information protected by federal, state, or municipal law must not be disclosed without proper consent. Institutional policies conforming to prevailing laws should be formulated and published to the attention of both students and employers.

C. Law schools should educate students as to proper career investigation techniques and protocol.

1. Career services offices should educate all students about NALP's Principles and Standards.
2. Publications and counseling provided by law schools should be designed to afford students adequate information about the variety of opportunities available to persons with legal training and proper methods for exploring such opportunities.
3. Students should be counseled to focus their career choices based on their aptitudes and career goals.

D. Students' freedom of choice in career decisions should be protected from undue influences.

1. In counseling students, career services officers and others within the law school community should avoid interposing either their own values or institutional interests.
2. Law schools should disseminate Part V: General Standards for the Timing of Offers and Decisions to students and employers and urge all participants in the law student recruitment process, including members and non-members of NALP, to adhere to them so that students can make informed decisions.
3. In order to protect the best interests of all participants, law schools should take every step possible educate students and employers alike regarding the importance of the General Standards for the Timing of Offers and Decisions.

E. Law schools should develop and maintain productive working relationships with a broad range of employers.

1. Law schools should work actively to develop and maintain employment opportunities for students and graduates. All employment opportunity notices should be publicized to all students.
2. To enhance student learning and increase career development opportunities, the office of career services should maintain good working relationships with students, faculty, alumnae/i, and other elements of the legal community.
3. In order to ensure maximum information-sharing and efficiency in the employment search process, law schools should cooperate with one another to the fullest extent possible in gathering employer information and providing interview services.
4. Law schools should not disseminate information learned in confidence from employers.

F. Law schools should establish adequate procedures to facilitate recruitment by employers.

1. Procedures to enable employers to conduct on-campus interviews, solicit direct applications or collect student resumes should be designed for maximum efficiency and fairness. Those procedures should be clearly articulated and available in writing to students and employers.
2. In dealing with employers, law schools should make maximum use of standardized forms and procedures.

G. Law schools should establish and implement practices to ensure the fair and accurate representation of students and the institution in the employment search process.

1. Law schools should adopt and enforce policies that prohibit misrepresentation and other student abuses of the employment search process, such as engaging in interviews for practice, holding more offers than specified in Part V of these Principles & Standards, failing to decline offers in which there is no longer interest, or continuing to interview after acceptance of employment.
2. Law schools should provide to employers and other interested parties comprehensive information on grade standards and distribution, curriculum, degree requirements, admissions and enrollment profiles, academic awards criteria, and office of career services policies and procedures.
3. Information on employment and salaries should be collected by law schools and provided to NALP, and the survey results should be made available to employers, prospective students, and all other interested parties.

PART III. PRINCIPLES FOR CANDIDATES

A. Candidates should prepare thoroughly for the employment search process.

1. Before beginning an employment search, candidates should engage in thorough self-examination. Work skills, vocational aptitudes and interests, lifestyle and geographic preferences, academic performance, career expectations and life experiences should be carefully evaluated so that informed choices can be made. General instruction should be obtained on employment search skills, particularly those relating to the interview process.
2. Prior to making employment inquiries, candidates should learn as much as possible about target employers and the nature of their positions. Candidates should interview only with employers in whom they have a genuine interest.
3. Candidates should comply with the policies and procedures of each law school from which they obtain services.

B. Throughout the employment search process candidates should represent their qualifications and interests fully and accurately.

1. Candidates should be prepared to provide, at employers' request, copies of all academic transcripts. Under no circumstances should academic biographical data be falsified, misrepresented, or distorted either in writing or orally. Candidates who engage in such conduct may be subject to elimination from consideration for employment by the employer, suspension or other academic discipline by the law school, and disqualification from admission to practice by bar admission authorities.
2. Candidates should be prepared to advise prospective employers of the nature and extent of their training in legal writing. Writing samples submitted as evidence of a candidate's legal skills should be wholly original work. Where the writing was done with others, the candidate's contribution should be clearly identified. Writing samples from law-related employment must be masked adequately to preserve client confidentiality and used only with the permission of the supervising attorney.

C. Throughout the employment search process candidates should conduct themselves in a professional manner.

1. Candidates who participate in the on-campus interview process should adhere to all scheduling commitments. Cancellations should occur only for good cause and should be promptly communicated to the office of career services and the employer.
2. Candidates should respond promptly to invitations for in-office interviews and accept such invitations only if the candidate has a genuine interest in the employer. With respect to all other requests for information or invitations from employers, candidates should respond promptly.
3. Candidates should reach an understanding with the employer regarding its reimbursement policies prior to the trip. Expenses for trips during which interviews with more than one employer occur should be prorated in accordance with those employers' reimbursement policies.
4. Candidates invited to interview at employer offices should request reimbursement for reasonable expenses that are directly related to the interview and incurred in good faith. Failure to observe this policy, or falsification or misrepresentation of travel expenses, may result in non-reimbursement and elimination from consideration for employment or the revocation of offers by an employer.
5. Candidates should handle in a timely manner any changes or cancellations to an in-office interview including cancellation of any travel arrangements.

D. Candidates should notify employers and their office of career services of their acceptance or rejection of employment offers by the earliest possible time, and no later than the time established by rule, custom, or agreement.

1. Candidates should expect offers to be confirmed in writing. Candidates should abide by the standards for candidate responses set out in Part V and should in any event notify the employer as soon as their decision is made, even if that decision is made in advance of the prevailing deadline date.
2. In fairness to both employers and peers, candidates should act in good faith to decline promptly offers for interviews and employment which are no longer being seriously considered. In order for law schools to comply with federal and
institutional reporting requirements, candidates should notify the office of career services upon acceptance of an employment offer, whether or not the employment was obtained through the office.

3. Candidates seeking or preparing to accept fellowships, judicial clerkships, or other limited term professional employment should apprise prospective employers of their intentions and obtain a clear understanding of their offer deferral policies.

E. Candidates should honor their employment commitments.

1. Candidates should, upon acceptance of an offer of employment, notify their office of career services and notify all employers who consider them to be active candidates that they have accepted a position.
2. If, because of extraordinary and unforeseen circumstances, it becomes necessary for a candidate to modify or be released from his or her acceptance, both the employer and the office of career services should be notified promptly in writing.

F. Candidates should promptly report to the office of career services any misrepresentation, discrimination or other abuse by employers in the employment process.

G. Students who engage in law-related employment should adhere to the same standards of conduct as lawyers.

1. In matters arising out of law-related employment, students should be guided by the standards for professional conduct which are applicable in the employer’s state. When acting on behalf of employers in a recruitment capacity, students should be guided by the employer principles in Part IV.
2. Students should exercise care to provide representative and fair information when advising peers about former employers.

PART IV. PRINCIPLES FOR EMPLOYERS

A. Employers should maintain productive working relationships with law schools.

1. Employers should inform the law school office of career services in advance of any recruiting activities involving their students, whether conducted on- or off-campus, and should, at the conclusion of those activities, inform the office of career services of the results obtained.
2. Employers without formal recruiting programs or whose hiring activities are sporadic in nature should notify the law school office of career services as far in advance as possible of planned recruiting activities in order that appropriate assistance might be arranged.
3. Employers who conduct on-campus interviews should refrain from making unnecessary schedule change requests.

B. Employers should respect the policies, procedures and legal obligations of individual law schools and should request only services or information that are consistent therewith.

1. Employers should not expect or request preferential services from law schools.
2. Employers should not solicit information received by law schools in confidence from candidates or other employers.
3. Appointments with candidates for in-house interviews should be established for a mutually convenient time so as not to unduly disrupt candidates’ studies.
4. Employers should promptly report to the office of career services any misrepresentation or other abuse by candidates of the employment search process.

C. Employers should provide full and accurate information about the organization and the positions for which recruitment is being conducted.

1. Employers should provide to law schools complete organizational information as contained in the NALP Employer Questionnaire well in advance of any recruitment activities. Position descriptions should include information about the qualifications sought in candidates, the hiring timetable, nature of the work, the number of available positions, and, if known at the time, the starting salary to be offered.
2. Invitations for in-office interviews should include a clear explanation of all expense reimbursement policies and procedures.

D. Employer organizations are responsible for the conduct of their recruiters and for any representation made by them.

1. Employers should designate recruiters who are both skilled and knowledgeable about the employing organization.
2. Employers should instruct interviewers not to make any unauthorized commitments.
3. Candidates’ personal privacy should be safeguarded. Information about candidates that is protected by law should not be disclosed by an employer to any third party without specific permission.

E. Employers should use valid, job related criteria when evaluating candidates.

1. Hiring decisions must be based solely on bona fide occupational qualifications.
2. Employers should carefully avoid conduct of any kind during the interview and selection process that acts or appears to act to discriminate unlawfully or in a way contrary to the policies of a particular institution.
3. Factors in candidates’ backgrounds that have no predictive value with respect to employment performance, such as scores on examinations required for admission to academic institutions, should not be relied upon by employers in the hiring process.
4. There has been a long-standing tradition that the first year summer be used to engage in public service work or to take time away from the law altogether, and, while the practice of having first year students work in private law firms provides additional employment opportunities to some students, such experiences should not be valued or emphasized inordinately.

F. Employers should refrain from any activity that may adversely affect the ability of candidates to make an independent and considered decision.

1. Employers should give candidates a reasonable period of time to consider offers of employment and should avoid conduct that subjects candidates to undue pressure to accept.
2. Response deadlines should be established when the offer of employment is made. Employers who extend offers to law student candidates should abide by the timetable for candidate response set out in Part V.
3. Employers should not offer special inducements to persuade candidates to accept offers of employment earlier than is customary or prescribed under the circumstances.

G. An employer should honor all commitments made on its behalf.

1. Offers of employment should be made in writing, with all terms clearly expressed.
2. If, because of extraordinary and unforeseen circumstances, it becomes necessary for an employer to rescind or modify an offer of employment, both the candidate and the office of career services should be notified promptly. Employers may retract any offer that is not reaffirmed by the candidate in accordance with Part V, Paragraphs B3 and C3 below.

PART V: GENERAL STANDARDS FOR THE TIMING OF OFFERS AND DECISIONS

In February 2014, the Board adopted revisions to Parts V.B.1 & 3 and Parts V.C.1 & 3 on a provisional basis. In November 2014, the Board adopted the revision to Part V.B.3. and Part V.C.3 on a permanent basis. The revisions to Parts V.B.1 & V.C.1 (the 14-day reaffirmation provisions) remain in effect on a provisional basis for the 2015 recruitment season. In February 2015, the Board adopted language to clarify the reaffirmation provisions in Part V.B.1 & 3 and Part V.C.1 & 3 and added a new Part V.B.4 and V.C.4 that addresses offers prior to the commencement of on-campus interview programs (that was previously in Interpretation #20).
In April 2013, the Board adopted a new Part V.D.1. - Summer Employment Provisions for First Year Students - on a provisional basis; these were adopted on a permanent basis by the Board in November 2014.

To promote fair and ethical practices for the interviewing and decision-making process, NALP offers the following standards for the timing of offers and decisions:

A. General Provisions

1. All offers to law student candidates (“candidates”) should remain open for at least two weeks after the date of the offer letter unless the offers are made pursuant to Sections B and C below, in which case the later response date should apply.
2. Candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire.
3. A candidate should not hold open more than five offers of employment at any one time. For each offer received that places a candidate over the offer limit, the candidate should, within one week of receipt of the excess offer, release an offer.
4. Employers offering part-time or temporary positions for the school term are exempted from the requirements of Paragraphs B and C below.
5. Practices inconsistent with these guidelines should be reported to the candidate’s career services office.
B. Full-Time Employment Provisions

1. Employers offering full-time positions to commence following graduation to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Candidates should reaffirm these offers within 14 days from the date of the offer letter, if an employer requests such reaffirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 14-day period. Offers made after December 15 for full-time positions to commence following graduation should remain open for at least two weeks after the date of the offer letter.

2. Candidates may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.

3. Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least October 1 of the candidate’s final year of law school, provided that such offers are made prior to or on September 2. Candidates should reaffirm these offers within thirty days from the date of the offer letter, if an employer requests such reaffirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 30-day period. After September 2 of a candidate’s final year of law school, employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open for at least 28 days following the date of the offer letter.

4. If an employer makes an offer to a law student candidate not previously employed by that employer before the beginning of the law school’s on-campus interview program, that offer should not expire until at least 28 days following the first day of the law school’s on-campus interview program. Employers should contact the appropriate law school(s) to determine these dates. See Part IV F above.

5. Employers offering candidates full-time positions to commence following graduation and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-4 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

C. Summer Employment Provisions for Second and Third Year Students

1. Employers offering positions for the following summer to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Candidates should reaffirm these offers within 14 days from the date of the offer letter, if an employer requests such reaffirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 14-day period. Offers made after December 15 for the following summer should remain open for at least two weeks after the date of the offer letter.

2. Candidates may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.

3. Employers offering positions for the following summer to candidates previously employed by them should leave those offers open until at least October 1, provided that such offers are made prior to or on September 2. Candidates should reaffirm these offers within thirty days from the date of the offer letter, if an employer requests such reaffirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 30-day period. After September 2, employers offering positions for the following summer to candidates previously employed by them should leave those offers open for at least 28 days following the date of the offer letter.

4. If an employer makes an offer to a law student candidate not previously employed by that employer before the beginning of the law school’s on-campus interview program, that offer should not expire until at least 28 days following the first day of the law school’s on-campus interview program. Employers should contact the appropriate law school(s) to determine these dates. See Part IV F above.

5. Employers offering candidates positions for the following summer and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-4 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

D. Summer Employment Provisions for First Year Students

1. To position law students to be as successful as possible, their efforts during the first semester of law school should focus on their studies rather than on job search activities. Nonetheless, opportunities to learn about professionalism, professional development and the legal profession are appropriate early in law school. Recognizing that law schools will
differ in philosophy as to first-year career development activities, law schools nevertheless should not begin offering one-on-one career counseling or application document reviews to first-year students before October 15 (except in the case of part-time students who may be given assistance in seeking positions during the school term). Individual law schools may set later dates as appropriate.

2. Prospective employers and first year law students should not initiate contact with one another and employers should not interview or make offers to first year students before December 1.

3. All offers to first year students for summer employment should remain open for at least two weeks after the date made.

The NALP Principles and Standards are available at www.nalp.org.
Appendix C:
Job Search Tips for Law Students
Job Search Tips from Cover Letters to Summer Clerkships

Want to hear what employers want, directly from an employer? The below list was adapted from Tips for Law Students from Brinks Hofer Gilson & Lione, which can be found on the firm’s website at http://www.brinksrecruiting.com/law_students/tips_content.htm.

Cover Letter Tips
- Keep it short (one page maximum)
- Do not repeat your resume
- Tailor your letter to the specific employer and position

Resume Tips
- Keep your contact information current, and list your current and permanent address when appropriate
- Limit the number of fonts, and avoid overuse of emphasis (bold, italics, etc.)
- If printing, use black ink on good quality paper
- Limit your resume to one page (preferable) or two pages
- Do not use pictures or graphics
- Use proper spelling and grammar
- Give clear and concise descriptions of experiences along with the corresponding time period
- Do not pad or embellish
- Be aware that everything on your resume is open to inquiry

Interview Tips
- Before the Interview
  - Research the firm, including reviewing published cases, familiarizing yourself with the firm’s history, determining the firm’s major cases and clients, reviewing attorney biographies, and searching for press releases about the firm
  - Anticipate and prepare answers for potential questions
  - If there are gaps in your resume, be prepared to speak to them
  - Prepare thoughtful questions for your interviewers
- During the Interview
  - Dress in a conservative suit
  - Arrive on time or early
  - Be yourself, but keep it professional
  - Remember that any meals or social events are a part of the interview
  - Ask questions of everyone who interviews you
  - Respond to the question being asked
- Things NOT to do during the Interview
  - Do not talk excessively, fidget, or squirm
  - Do not say anything negative about past employers
  - Do not ask about money or benefits on your first interview
  - Do not dwell on your negative qualities or experiences
- After the Interview
Promptly send thank you notes, making sure to spell the firm and all interviewers’ names correctly
Do not excessively contact the recruiting coordinator

Summer Associate Tips

Successfully Completing Assignments
- Write the assignment down
- Know the deadline
- Don’t be afraid to ask questions
- Go back for clarification, if necessary
- Understand how much time you should spend and what resources to use
- Identify applicable authorities
- Use an example if possible

Writing up your Findings
- Follow the rule of IRAC: Issue, Rule, Analysis, Conclusion
- Reread for logical analysis
- Sherardize
- Edit, edit, edit
- Follow up with the attorney to make sure he or she is satisfied and nothing else is needed
- Get feedback from attorneys and respond to any constructive feedback professionally
- In the event of a mistake, apologize and offer to redo the project in whole or part

General Guidelines
- Work during business hours
- Dress and act professionally at all times, including social events
- Treat everyone you work with well
- Meet mid-level and senior associates as well as members of the hiring committee
- Volunteer for projects
- Seek advice from the recruiting coordinator if a misunderstanding occurs

Questions to Ask Yourself about the Firm’s Fit for You
- Would you be comfortable working long-term with the people you have interacted with thus far?
- How happy are the associates? The partners?
- Do you enjoy the work?
- What training and mentoring does the firm offer?
- Are there pro bono opportunities?
- Will you get the responsibility you are seeking?
- Can you and your family live happily where the firm is located?