



THE OHIO STATE UNIVERSITY

MORITZ COLLEGE OF LAW

PROFESSIONAL DEVELOPMENT GUIDE FOR MORITZ ALUMNI

Visit our website: <https://moritzlaw.osu.edu/career-development-office>

PROFESSIONAL DEVELOPMENT GUIDE FOR MORITZ ALUMNI

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WAYS TO BECOME INVOLVED IN YOUR COMMUNITY AND PROFESSION

NETWORK

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

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

When you are working, continue your networking efforts within your organization as well as with the outside community. Search for alumni on martindale.com, <https://www.osu.edu/alumni/communities/classmates/>, and our Moritz LinkedIn group.

Tips for effectively networking

- **Join** professional organizations or other groups to meet people with similar interests.
- Before reaching out to people, **prepare** your elevator speech. What do you want to share about yourself in the first 30 seconds when you meet or speak with someone new?
- **Stay organized.** Keep track of names, addresses, phone numbers, and dates you spoke or sent an email.
- **Stay in touch.** Be sensitive to how you approach people. If you ask a mentor or contact pointedly if they have a job opening, they may feel uncomfortable and cut short the conversation. Instead, share your interests and ask for advice on areas of law, the marketplace, and effective job search techniques. Informational interviewing is a great way to connect with people for advice and guidance.
- Always **send a thank you** note or email after getting together with someone, even if you know 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 have a job, thank them for their assistance.

Guerrilla Tactics for Getting the Legal Job of Your Dreams by Kimm Walton contains an excellent discussion on networking and is available as a reference book in Moritz Law Library.

JOIN BAR ASSOCIATIONS

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

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

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

Ohio Bar Associations

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

USE LINKEDIN

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

The Basics

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

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

Beefing Up Your Profile

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

Building Your Connections

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

Branding Yourself

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

Best Practices for Job Searching

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

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

VOLUNTEER FOR GENERAL COMMUNITY ORGANIZATIONS

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

CONTINUING LEGAL EDUCATION

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

BLOG, BLOG, BLOG

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

PUBLISH ARTICLES, ONLINE AND IN PRINT

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

SPEAKING ENGAGEMENTS

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

PRESENT YOURSELF PROFESSIONALLY

EMAIL ETIQUETTE

- You should consider obtaining a non-OSU email address, if you haven't already.
- Make sure your email address sounds professional and clearly identifies you.
- Include a subject line that is clear and to the point. Example: "ABC Firm Application." Do not leave the subject line blank.
- Attach all required documents in a format that can easily be opened by employers and name them in a way that clearly identifies them. A PDF file is generally preferable so that you can ensure your document is not accidentally altered by a bump of someone's keyboard. Additionally, this assures that the format is not changed when the document is opened in another program.
- If you are applying for a position, attach your cover letter (PDF) along with your resume and any other required documents. Employers will generally be printing and circulating your application materials, so attaching your cover letter instead of imbedding it in your email will ensure it looks professional when printed.
- Write a brief and clear **email**, generally 5-6 sentences or fewer.

Dear Ms. Smith:

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

I look forward to speaking with you soon.

Sincerely,

Moritz Grad

- Include a signature block at the end of your email with all of your contact information.
- Do not fall into the email trap of being too casual! Emails should be formal and error-free, just as snail mail applications would be. Do not use emoticons or text messaging acronyms.
- Respond to emails promptly (within 24 hours).

PROFESSIONAL ATTIRE

Presenting yourself in a professional manner is an important aspect of interviewing for a legal position. Professional attire in an interview signals that you understand how to dress in a professional work environment.

Below are some tips for choosing what to wear to your interview.

- Do your research in advance to learn about the culture of the organization and the dress code. You should always dress at least slightly nicer than the employees. If you cannot find out how the employees typically dress, remember that the law remains a conservative profession, and it is far better to come to an interview overdressed than to underdress.
- In almost all cases, wear a suit for an interview. Choose conservative colors, such as charcoal grey or navy. Choose clothes that fit properly. Always make sure your outfit is clean and ironed.
- Skirt and pant suits are both appropriate. If you choose a skirt suit, make sure the skirt is long enough to cover your thighs when seated. Avoid skirts with high slits.
- Button dress shirts and ties or blouses should be worn with your suit. Choose neutral colors. Avoid shirts that are too form-fitting or sheer.
- Footwear should complement the outfit. Dress shoes and dress socks should be worn with a suit. Shoes should be clean and shined. If you choose to wear heels, select a pair that you can easily walk in.
- Keep jewelry and accessories to a minimum. It is recommended that perfumes or cologne be avoided all together, as many people are sensitive to perfumes and colognes.

If you have any questions or concerns about how to dress for a particular interview, be sure to schedule a meeting with your career advisor. For interview attire examples, follow our Pinterest Page (<https://www.pinterest.com/moritzlawcs/>).

THE JOB SEARCH

STEPS TO A SUCCESSFUL ALUMNUS JOB SEARCH

- 1. Consider Temporary, Contract, Volunteer, and Pro Bono Work.** Another way to make contacts is to get experience, whether on a short-term, low-pay, or no-pay basis. Through temporary, contract, volunteer, and pro bono work, you can start to build valuable experience, make important contacts, and enhance your resume. For temporary or project-based positions, you might contact a legal temporary staffing agency, many of which are listed by state on the Moritz Career Development website (<https://lawintranet.osu.edu/2021/04/temporary-agencies/>). For volunteer or pro bono work, check on Symplicity, look at organization and job search websites, and contact the Career Development Office about where students and alumni have volunteered in the past.
- 2. Leverage Your Connections and Conduct Informational Interviews.** Now that you have made some connections, go ahead and make the most of them. A great way to do this is through informational interviews. Use connections to gather information on industries, employers, and the job search. Generally, an informational interview lasts about 30 minutes, so you want to go in prepared, having conducted research on the individual and organization in advance and having developed several value-added questions. See the informational interviewing section of this handbook for more information and sample questions.
- 3. Check Job Postings on Symplicity and Other Sites.** Continue to check Symplicity regularly as there are often several postings geared toward legal professionals a few years out of law school. While Symplicity should stay a primary resource for your job search, you should also explore other websites. Many helpful websites can be found on the Moritz Career Development website. (<https://lawintranet.osu.edu/2021/04/useful-job-resource-links/>)
- 4. Conduct the Appropriate Research.** Being knowledgeable about the industry and organizations within the industry can be useful in identifying opportunities, determining your interest in organizations, preparing for interviews, and ultimately selling yourself to those organizations. The Moritz Career Development website includes Useful Job/Resource Links (<https://lawintranet.osu.edu/2021/04/useful-job-resource-links/>) as well as a section on researching potential employers (<https://lawintranet.osu.edu/2021/04/researching-potential-employers/>) that can help you learn about potential employers and feel better prepared to submit application materials and interview.
- 5. Read the Trade Publications.** Stay informed of developments in the legal field by reading your national and local legal, political, and business publications, including the Wall Street Journal Legal Blog, AmericanLawyer.com, *Columbus Monthly*, and the Columbus Bar Association's *Legal Connections*, just to name a few. By staying abreast of

what is going on locally, such as knowing who has opened a new practice recently or who has left his firm to join the legal counsel at XYZ Company, you can get an idea of organizations that may need legal assistance and the skills you can offer.

6. **Consider Options Outside Traditional Legal Careers.** More and more law school graduates are using their credentials and skills to land jobs outside traditional legal careers. Some of the most common alternative career tracks for J.D.s are compliance and regulatory affairs, management at all levels, policy analysis, strategic planning, investor relations, and personnel. Additionally, many law firms have created alternative, non-partner track opportunities in recent years. Examples of alternative track positions within firms include staff attorneys, permanent associates, project attorneys, eDiscovery lawyers, and contract attorneys. Countless opportunities exist for J.D. graduates; explore the many ways in which you can use your J.D. and visit the Moritz Career Development website for additional resources on alternative careers (<https://lawintranet.osu.edu/2021/05/legal-career-options/>).
7. **Use the Career Development Offices and Resources at Other Law Schools.** If you've moved away from central Ohio and would like to use another law school's career resources, you'll be happy to know that alumni can access the career development offices of many law schools nationally. Requests for **reciprocity** from alumni must be made by your school's Career Development Office and are at the sole discretion of the schools receiving the requests. Please allow at least two weeks for requests to be processed. Many schools do not accept or respond to reciprocity requests during the busy fall recruiting season, and our office prefers that you not make a reciprocity request during August or September. However, the Career Development Office exchanges job postings with other law schools across the nation via the **BYU Intercollegiate Job Bank**. If you have moved or are thinking of relocating, consider consulting the postings of schools in that state or region. These postings can be viewed at the (https://www.law2.byu.edu/career_services/jobbank/). For user name and password check your Symplicity homepage or contact the Career Development Office.
8. **Update Your Application Materials.** Finally, do not forget to update your resume so that it best sells you to potential employers.

USEFUL JOB SEARCH RESOURCES

For user names and passwords check your Symplicity homepage or contact the Career Development Office.

General Job Search Resources

- Symplicity
- Ohio State's Alumni Career Connection Job Board - <https://www.osu.edu/alumni/services/career-management/alumni-career-connection.html>
- BYU Intercollegiate Job Bank - https://www.law2.byu.edu/Career_Services/jobbank/
 - Particularly helpful for out-of-town job searches. Includes job postings from law schools across the country.
- [Indeed.com](https://www.indeed.com)
 - Searches job sites, newspapers, associations, and company career pages.
- [Martindale.com](https://www.martindale.com)
 - International attorney directory of government, firm, and in-house attorneys, searchable by geographic area, area of law, and alma mater, among others.
- [Internships-USA.com](https://www.internships-usa.com)
- [LawJobs.com](https://www.lawjobs.com)
- [LawyerIntl.com/legal-jobs.php](https://www.lawyerintl.com/legal-jobs.php)
- [FindLaw.com](https://www.findlaw.com)
- [NALP.org](https://www.nalp.org), including the NALP Directory of Legal Employers
- Local bar directories (i.e. <https://www.cbalaw.org/> in Columbus) and trade publications

Public Interest and Government Job Search Resources

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

YOUR RESUME

As a graduate, you will need to update your resume. If you are a recent graduate looking for employment, your education section will probably remain at the top of the resume. Indicate your graduation on your resume (e.g. Juris Doctor, *cum laude*, May 20XX). As you progress in your career, you will move employment experience to the top of your resume. In the following pages, you will see examples of resumes of law school graduates at various points in their careers.

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

- If you will be taking the bar exam:
 - “Sitting for July 20XX Ohio bar examination”
- If you have taken the exam and await results:
 - “Awaiting results of July 20XX Ohio bar examination”
- If you have passed the bar exam and are waiting to be sworn in (a bigger gap in time in some states than in Ohio):
 - “Passed July 20XX New York bar examination, admission pending”
- If you have passed the exam and been sworn in:
 - “Admitted to Ohio Bar, November 20XX”

For additional guidance on drafting and revising your resume, visit the Moritz Career Development website.

GOVERNMENT RESUMES

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

<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>

RESUME SAMPLES

Linda A. Lawyer

123 Main Street · New York, NY 10007 · 123.456.7890 · myemail@gmail.com

Professional Experience

New York City Law Department, New York, NY March 20XX – Present

Assistant Corporation Counsel, Family Court Division, Interstate Child Support Unit

- Manage a caseload of approximately 100 matters through all stages of litigation including conducting and responding to discovery demands, interviewing and preparing witnesses, negotiations with pro se and represented parties, and document review
- Conduct weekly hearings before Family Court Support Magistrates and Judges
- Research and write objections, rebuttals, and memorandum of law
- Conducted legal research and edited CLE materials for statewide presentation given by Unit Chief on issue of states' recognition of parentage in same-sex relationships
- Served as Co-Chair for Unit's Legislation Subcommittee and was instrumental in researching, discussing, and drafting legislation regarding interest rates on money judgments imposed against non-custodial parents for non-payment of child support

Federal Bureau of Investigation, New York, NY

September 20XX – March 20XX

Surveillance Specialist

- Obtained Top Secret Clearance and Access to Sensitive Compartmentalized Information (SCI)

American Cancer Society, Dublin, OH

September 20XX – August 20XX

Director of Grassroots, Government Relations Department

- Managed several aspects of department's grassroots lobbying activity, including annual State Lobby Day, fundraising, and volunteer training and communications
- Promoted to position after serving organization as paid college intern

Education

The Ohio State University Moritz College of Law, Columbus OH

Juris Doctor, May 20XX

- *Ohio State Law Journal*, Managing Editor
- Moot Court Governing Board, Chief Justice
- CALI Award for Excellence in Appellate Advocacy
- Notable Legal Internships:
 - United States Attorney General's Office, Criminal Division (Spring 20XX)
 - United States District Court, Judicial Extern (Fall 20XX)
 - Legal Aid Society of Columbus (Spring 20XX)

The Ohio State University, Columbus, OH

Master of Social Work, June 20XX

- Completed Master's Thesis assessing the effects a leadership conference had on neighborhood organization leaders and their visions for their organizations and communities

The Ohio State University, Columbus, OH

Bachelor of Arts, *magna cum laude*, in Political Science, June 20XX

Bar Admissions

- State of New York, October 20XX
- United States District Court for the Southern District of New York, November 20XX

JASON A. LAWYER

(123) 456-7890 1200 · Cleveland Avenue · Ashland, OH 44805 · jasonlawyer@gmail.com

Admitted to the Ohio Bar, November 20XX

EDUCATION

The Ohio State University Moritz College of Law Columbus, OH

Juris Doctor, Public Service Fellow with Dean’s Highest Honors, May 20XX

- National Trial Competition Team (Regional Quarterfinalist, 20XX)
- Ohio Attorney General Public Service Mock Trial Competition Team (2nd Place, 20XX)
- Georgetown National Security Crisis Law Invitational Team (20XX)
- Moritz Oral Advocacy Competitions: Colley Intramural Trial Competition (2nd Place, 20XX); Herman Moot Court Competition (Top 16 Oralist, 20XX); 1L Moot Court Competition (6th Place, 20XX)
- Moot Court Governing Board (20XX-XX)
- *I/S: Journal of Law and Policy for the Information Society, Editor-in-Chief (20XX-XX)*

Miami University Oxford, OH

Bachelor of Arts with Departmental Honors in History, May 20XX

- Thesis: *“The Best Thesis Ever Written”*
- Residential Assistant; Lambda Chi Alpha Fraternity; Alpha Phi Omega Service Fraternity

LEGAL EXPERIENCE

Ashland County Prosecutor Ashland, OH

Assistant Prosecuting Attorney February 20XX – Present

- Tried four felony jury trials and two bench trials as first chair: charges included illegal manufacture of drugs, corrupting another with drugs, illegal use of food stamps, drug trafficking, vandalism, and aggravated possession of drugs
- Tried two felony jury trials as second chair: charges included attempted murder and failure to stop after an accident
- Representing the State of Ohio in all daily felony proceedings in Ashland County Common Pleas Court, including preliminary, community control violation, temporary protection order, and suppression hearings
- Presenting cases to the Ashland County Grand Jury during monthly sessions
- Authored ten appellate briefs and appeared in ten oral arguments before the Fifth District Court of Appeals
- Authored memoranda in opposition to jurisdiction before the Ohio Supreme Court

Delaware County Prosecutor Delaware, OH

Law Clerk November 20XX – February 20XX

- Represented the State of Ohio in Delaware County Common Pleas and juvenile court
- Prepared felony cases for presentment to the Delaware County Grand Jury
- Drafted memoranda, pleadings, and appellate briefs

Ohio State Prosecution Clinic, Delaware City Prosecutor Columbus, OH

Certified Legal Intern August 20XX – December 20XX

- Represented the State of Ohio in Delaware Municipal Court in misdemeanor cases

United States Attorney’s Office for the Southern District of Ohio Columbus, OH

Law Clerk May 20XX – December 20XX

- Drafted memoranda, pleadings, and appellate briefs in violent crime and drug trafficking cases

Ohio Senate Majority Caucus Columbus, OH

Legal Intern for Senator Jim Hughes February 20XX – April 20XX

- Researched legal and policy issues

Captain Jonathan D. Grassbaugh Veteran’s Project Columbus, OH

Fellow August 20XX – June 20XX

- Performed client intake of Ohio veterans with foreclosure and land-lord tenant issues

U.S. Department of Homeland Security Washington, D.C.

Privacy Office Legal Intern May 20XX – July 20XX

- Researched Freedom of Information Act and Privacy Act issues

JANE L. SMITH

123 Main Street
Columbus, OH 43215
614-123-4567
JaneSmith@gmail.com

BAR MEMBERSHIP

- Admitted to practice law in Ohio in November 20XX

LEGAL EXPERIENCE

Taft, Stettinius & Hollister LLP

Columbus, Ohio

Associate Attorney

Date - Date

An associate attorney supporting a diverse caseload of clients in litigation and transactional matters.

- Research statutory and case law on legal matters ranging from the rights of grandparents to move for court-ordered visitation to the effect of federal law on the lifting of firearm restrictions under state-issued civil protection orders
- Regularly draft pleadings, memoranda, and correspondence, to include a preliminary injunction motion for trademark infringement, a procedural memorandum contra a motion for extension of time to file expert reports, and a letter analyzing the effect of banking regulations on a decades-old forgotten investment account
- Assist in the preparation, analysis, and resolution of complex litigation, to include divorce trials and settlements involving sizeable assets and closely-held businesses, federal hearings on intellectual property rights, and the criminal trial preparation and plea bargaining of a defendant charged with five felonies punishable by more than twenty years in prison
- Provide legal advice and represent clients in sensitive domestic and estate planning matters, to include: collecting, organizing, and analyzing detailed information; advising the client on legal requirements, procedures, and high-level considerations; discussing courses of action; and drafting precise documentation to address the client's needs and achieve specific objectives
- Communicate and collaborate with third parties in order to efficiently further client objectives, such as negotiating with opposing counsel in divorce proceedings, coordinating the contract and purchase of real estate, ensuring compliance with the rules of civil procedure in federal litigation, and interviewing witnesses in criminal matters
- Review large volumes of information with e-Discovery software, using technology to analyze and code documents for efficient trial and discovery response preparation
- Draft contracts and other transactional documents, such as software licensing agreements, lease agreements, corporate formation documents and amendments, stock purchase agreements, estate plans, and estate plan flow charts

Emens & Wolper Law Firm

Columbus, Ohio

Legal Intern

Date - Date

- Conducted research and wrote comprehensive memoranda for business clients on topics including bankruptcy, social media, employee assistance programs, and the formation of private foundations
- Drafted estate planning documents, including detailed wills and trusts

Nationwide Insurance, Office of the Chief Legal and Governance Officer

Columbus, Ohio

Legal Intern

Date - Date

- Contributed to a culture of ethical behavior by compiling information and researching strategies to ease compliance in several areas, including local gift laws, state tax laws, and federal banking regulations
- Analyzed and recommended a litigation business strategy related to first-party insurance liability processing, considering legal requirements, customer needs, and company reputation
- Identified and assessed legal and regulatory requirements under the Bank Secrecy Act, then applied the research to make a recommendation on an account not easily categorized within the statutory confines

JANE L. SMITH

123 Main Street
Columbus, OH 43215
614-123-4567
JaneSmith@gmail.com

GOVERNMENT EXPERIENCE

Booz Allen Hamilton (supporting the Defense Advanced Research Projects Agency) Arlington, Virginia
Associate Date - Date
Senior Consultant Date - Date
Consultant Date - Date

A leader within the Booz Allen team supporting the Strategic Technology Office (STO) at the Defense Advanced Research Projects Agency (DARPA), managing strategic projects and heading program support for executive-level government clients within the U.S. Department of Defense.

- Managed a year-long team project to prepare STO to move operations to a new building as part of a full DARPA move, culminating in the successful transition of an office of more than 100 government employees and contractors, which was operational on day one
- Oversaw the planning and implementation of large-scale meetings and ceremonies, including all aspects of a three day conference for 40 clients in Jacksonville, Florida, which involved military site visits and presentations from military officers
- Served as the Deputy Proposal Manager for Booz Allen Hamilton's response to a Request for Proposals (RFP), providing direction for a team effort that won a 5-year, \$40M contract to continue STO client support
- Directed contractors and established procedures to facilitate development of ongoing and proposed programs
- Prepared, evaluated, and maintained detailed financial, contractual, and programmatic documents, to include RFPs and President's Budget submissions, all subject to strict compliance and security standards
- Cultivated strong working relationships with teammates, clients, security personnel, and inter-agency contacts to increase work efficiency and quality through improved communication and cooperation
- Developed subject matter expertise in STO's competitive project solicitation process, managed the solicitation and review of over 300 idea submissions, and promptly responded to public inquiries
- Trained colleagues in detailed documentation and reporting requirements
- Earned two Performance and Team Awards and a High Five Award in recognition of superior performance in client support

U.S. Investigations Services (supporting the U.S. Office of Personnel Management) Fairfax, Virginia
Investigator Date - Date

- Analyzed, researched and reported comprehensive background investigations for federal security clearances
- Developed non-confrontational, logic-based investigative and interview skills to thoroughly address all aspects of an investigation and ensure productive interviews
- Restructured the internal affairs process to more effectively investigate and resolve concerns, oversaw the work of a team of investigators, and eliminated a backlog of internal affairs cases dating back over one year
- Identified trends in caseloads to ensure proper case assignment and closure and provide visibility to statistics regarding performance, work quality, and forecast accuracy

Athens County Prosecuting Attorney's Office, Victim Assistance Program Athens, Ohio
Victim Advocate Date - Date

- Explained legal processes to crime victims and provided support during hearings and trials in Common Pleas, Juvenile, Municipal, and Domestic Relations Courts

JANE L. SMITH

123 Main Street
Columbus, OH 43215
614-123-4567
JaneSmith@gmail.com

EDUCATION & HONORS

The Ohio State University Moritz College of Law Columbus, Ohio
Juris Doctor, *magna cum laude* Date

- Order of the Coif (Top 10% of Class); GPA: x.xx
- *Ohio State Entrepreneurial Business Law Journal*: Executive Editor (20XX-XX), Staff Editor (20XX-XX), Outstanding Student Note Award (20XX)
- Moot Court Competitions: Top Sixteen Team and Fifth Place Individual Oralist, National Moot Court Competition in Child Welfare & Adoption Law (20XX); First Place, Moritz 1L Competition (20XX)

American University Washington, D.C.
Master of Science in Justice, Law and Society (Justice and Public Policy) Date

- Flemming Alumni Fellowship
- GPA: x.xx

Ohio University Athens, Ohio
Bachelor of Arts, Criminology and Psychology, *summa cum laude* Date

- Distinguished Scholar Award
- GPA: x.xx
- Phi Beta Kappa National Honor Society
- Study Abroad Award for Academic Excellence, Pamplona, Spain

PUBLICATIONS

- Co-Author: "Article Title" ABA Litigation Section, 20XX.
- Co-Author: "Article Title" ABA Litigation Section, 20XX.
- Author: "Note Title." Ohio State Entrepreneurial Business Law Journal, 20XX

COMMUNITY INVOLVEMENT

- Volunteer Coach: Franklin County Flyers Special Olympics, soccer and track & field teams
- Volunteer and Member: Community Shelter Board's Women Leaders
- Volunteer Judge: Ohio State University Moritz College of Law Moot Court Program
- Member: Columbus Bar Association

COVER LETTERS

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

1. **Demonstrate the fit between your strengths and the job's requirements.** Employers will eliminate from consideration those candidates who submit generic or form letters that demonstrate a lack of research or interest.
2. **Serve as a positive writing sample.** Employers will eliminate from consideration those candidates who submit cover letters that are not well written, error-free, and succinct.
3. **Provide, as necessary, information not on the resume.** Employers want to know if you have been referred by someone, have ties to the city, or other information relevant to granting an interview.
4. **Emphasize the strongest aspects of your resume.** Employers have limited time to review resumes. Highlight in your cover letter those aspects of your resume that you really want an employer to know. For example, you may want to mention your publication in a journal, your undergraduate record at an Ivy League institution, that you maintained a high GPA while playing a collegiate sport or that you worked on Wall Street prior to law school.
5. **Move the hiring process to the next step.** Employers seek candidates who ask for the interview and take steps to make it happen.

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

Tips:

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

COVER LETTER SAMPLES

Sample 1
GRADUATE

12345 Streetside Ave.
Columbus, Ohio 43210

August 20, 20XX

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

Dear Mr. Chester:

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

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

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

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

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

Sincerely,

Alice E. Alum

Enclosure

Sample 2
GOVERNMENT – FROM TEMPORARY POSITION

8675 Sullivan Avenue
Columbus, Ohio 43212

May 20, 20XX

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

Dear Ms. Hackensack:

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

I graduated from The Ohio State University Moritz College of Law in May 20XX and have spent the past two years doing contract work at a number of large law firms. Much of my experience has been doing trial preparation and discovery in complex antitrust and merger cases. In a number of these cases, I was providing information to the U.S. Department of Justice. These experiences have strengthened my research and writing skills, exposed me to a number of interesting and complicated legal issues, and taught me about preparing multifaceted cases for trial.

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

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

Sincerely,

Elliot C. Eager

Enclosures

Sample 3
LAW FIRM – THROUGH A REFERRAL

123 ABC Avenue, Apartment 1
Columbus, Ohio 43210

May 20, 20XX

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

Dear Ms. Lach:

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

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

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

Sincerely,

George Graduate

Enclosure

Sample 4
UNSOLICITED LETTER – LAW FIRM

9876 Main Street
Columbus, Ohio 43210

May 20, 20XX

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

Dear Ms. Smith:

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

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

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

Sincerely,

Job A. Seeker

Enclosure

Sample 5
UNSOLICITED LETTER – PUBLIC INTEREST

100 E. ABC Street
Columbus, Ohio 43210

May 20, 20XX

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

Dear Ms. Helper:

I am a 20XX graduate from The Ohio State University Moritz College of Law and an associate at Kegler, Brown, Hill & Ritter Co., LPA. I have had a great experience at the firm, including strong mentoring and solid training, but my long-term goal has always been a career in public policy and working for progressive social change. I am writing to express my strong interest in the open research attorney position at your office.

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

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

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

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

Sincerely

Moritz Alum

Enclosure

INFORMATIONAL INTERVIEWING

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

Choosing whom you will interview

Martindale-Hubbell and city bar directories contain lists of attorneys by specialty. You can search for Moritz alumni by location on LinkedIn. Law professors frequently have a good alumni network. Friends and family can often introduce you to attorneys as well. Career Development counselors can also help you identify individuals who may be willing to conduct informational interviews. Do not 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 the individual has done what you hope to do and that you are hoping to get advice to inform your job search. Plan on an interview lasting from 30 minutes to an hour and offer to interview in the workplace, over the phone, or at another location such as a coffee shop. If you sense the individual whom you are contacting may not have time, ask if they might suggest someone else with whom you could conduct an informational interview.

Preparation should encompass two areas: (1) researching the interviewee, the organization, and the area of practice, and (2) developing questions you will ask. Because of the limited amount of time, skillfully planned questions are essential. Call one day in advance to confirm your meeting date. It is also a good idea to send the individual a copy of your resume prior to your meeting so that 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. You should go prepared with a copy of your resume and a detailed list of questions. If possible, observe the work environment. Are employees on a first name basis? Is there talking and laughter or silence in the halls? Do employees display personal items in their offices? You can learn a great deal about an organization's culture by what you see and hear prior to the actual informational interview. Greet the individual with a

firm handshake and begin the interview. Feel free to take notes and ask follow-up questions. At the end of the interview, extend your thanks and offer to leave. Ask for names of others with whom you might talk about the particular job or practice area. This will expand your network of people to interview and put you in touch with more potential employers.

Following up

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

INFORMATIONAL INTERVIEW SAMPLE QUESTIONS

Job Duties

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

Skill Factors

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

Personality Factors

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

Work Environment

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

Career Path

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

Occupational Outlook

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

Networking

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

INTERVIEWING SKILLS

Before the Interview

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

1. **Research** the organization in advance to determine its size, practice area mix, and hiring criteria. If you know who will interview you, research the individual to determine practice area, alma mater, and years with the firm. Seize control of the interview by preparing a resume that shows the relationship between what you have to offer and what this legal employer values.
2. **Develop an agenda** of the top three things you want an interviewer to know about you at the end of the interview. You might say, "At the end of the interview, I want the employer to know I'm committed to a large firm practice, perform best under pressure and have the energy and drive to meet high billable expectations." Resume content should emphasize experiences that support your individual agenda.
3. **Go through your resume** line by line to find the best opportunities to discuss your strengths and pre-plan responses that will demonstrate the fit between your strengths and an employer's needs. Develop concrete examples and concise stories you can use during the interview to demonstrate your skills.

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

4. When possible, use the CAR approach to describe the experiences listed on your resume:

C= Context. It can include employer size, market, your assignment or goal.

A= Action. What you did to accomplish specific goals.

R= Result. The outcome of your work or any improvements you made.

For example, if you are asked about your work at a bank prior to law school, you might respond by saying you worked in a branch bank (context) negotiating the sale of financial instruments (action) and increased bank's market share by 20 percent through aggressive sales initiatives (result). Not all jobs will have a result. If asked about work as a resident assistant as an undergraduate, you might respond that you

were responsible for well-being of 30 students (context) which involved dispute resolution (skill relevant to law practice), discipline, and administrative duties (action).

5. For everything you list on a resume, you should **have an example or story** you can share with an employer that highlights a skill or ability relevant to the practice of law. Know that anything you list on the resume is likely to generate detailed questions. Be prepared to fully discuss any experience you include on the resume.
6. **Develop a list of questions** to ask the employer. The number and specificity of your questions are interpreted as a measure of your interest in an employer. Avoid asking questions answered in firm literature or on its website.
7. **Bring extra copies** of your resume, transcript, and writing sample, as well as a list of professional references, which could include law professors, employers, former employers, and other professionals familiar with your work. Include name, title, employer, address, and phone number for each reference, in addition to an e-mail address, if possible.
8. Think of the interview as an oral argument. Prepare yourself, research the employer, develop a strategy, anticipate employers' questions, and outline your answers and questions in advance.

The Interview

1. Be professionally dressed and alert because first impressions count. Whether interviewing on campus or at an employer's office, arrive five to ten minutes in advance. Be kind, courteous, and professional to everyone in the organization and remember that anyone you encounter, from the security guard to the receptionist to the partners, may have input in the hiring decision.
2. When greeted by the interviewer, introduce yourself and extend your hand for a firm handshake. Remember to maintain eye contact with the interviewer.
3. Anticipate being asked about your grades. Answer positively and emphasize courses in which you have performed well and describe any clinical, journal, or extracurricular activities that have helped you build skills. Moritz is a highly selective, first-tier law school well regarded by employers.

4. Try not to discuss salary during the interview. If you divulge a number, you could either price yourself out of a job before the employer is convinced he needs you, or underprice yourself and receive a “low-ball” offer. If salary is mentioned during the interview, possible responses include these:

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

If none of these work and your interviewer is still insistent on getting a number, give him a large range (for example, you could say something like “somewhere between \$72,000 and \$85,000”) while still letting him know that you are flexible. However, do not give him a number that you wouldn’t be willing to accept.

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

INTERVIEWING FOR FEDERAL GOVERNMENT JOBS

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

1. Be prepared to explain why you are interested in public service. Many federal government employees believe that being a public servant is a calling, so your interviewers will likely want to know why you want to work for the federal government.
2. Prepare for some tough questions. Government agencies often require some level of security clearance or background check, so be prepared to truthfully answer questions related to criminal history or other security-related questions.
3. Arrive early. The security at many government agencies has increased significantly in recent years, and going through security protocol will increase the amount of time it takes you to get to the interview. Ask your contact at the agency what you should expect prior to your interview.
4. Be ready to work. Depending on the position, the interview process may include several rounds, including interviews, questionnaires, and writing tests. Again, ask your contact what to expect when they call to set up your interview.
5. Do your homework. There is a wealth of knowledge available about the federal government, so research thoroughly (and beyond the agency's own website). Use this research to prepare thoughtful questions to ask of your interviewers.

List adapted from *Conquer the Federal Job Interview*, Derrick Dortch, The Washington Post, 2007.

AFTER THE INTERVIEW

1. Thank You Letters. After meeting with an employer, it is courteous and professional to send a well written, error-free note/email to express your gratitude that the employer took the time to meet with you. It is also an excellent opportunity to keep your name in front of the employer while hiring decisions are being made and to reiterate your strong desire to work for the organization. Thank you letters should be sent as soon as possible following the interview. To set your thank you letter apart from other applicants, mention a subject matter that you discussed in your interview.
2. Follow-Up. If you know approximately the time frame for the hiring decision you will have a better idea of how soon to follow up. Wait a couple of days beyond the date given and if you have not been contacted follow up with a call or an email. For example, if the employer told you they expect to make the decision within the next week, it is fine to contact the employer the following week if the employer has not contacted you. During the follow up call, you can thank the employer again for the interview and restate your interest in the position. Ask if there is any further information the employer needs. You want to show the employer that you are interested in the job but avoid sounding desperate. Always remember to be polite and professional on the telephone as well as in an email.
3. Offer Letters. A written offer usually will explain your future position, the start date of your employment, salary typically stated in monthly or annual increments, and if applicable, bonuses, stock options, and relocation. The offer will also set forth the deadline in which the employer expects you to answer with an acceptance or rejection.
4. Acceptance or Rejection of the Offer. If you need more time to make a decision, keep in mind the employer's needs when negotiating more time. The employer may have deadlines and need to fill the position, so don't ask for more time unless it is absolutely necessary. But the bottom line is if they really want you, they will give you more time.
5. Salary Negotiation. If you are perfectly happy with the offer, there is no rule that says you have to negotiate for an even better offer. It is also important to remember that base salary is not the only thing that can be negotiated. The following are a list of potential questions you might ask an employer:
 - What factors were used in determining the salary offer?
 - Is there any room for improvement of the offer?
 - Since I am moving for this job, can we discuss a possible relocation allowance?
 - Do you offer a signing bonus (if they didn't offer)?
 - Are there any bonuses?
 - Would you please explain how your organization's performance bonus program works?

- What was the average performance bonus last year?
- When will I be eligible for a salary increase? Is that date negotiable?
- When will I receive a performance review?
- Is there a 401K or pension plan?
- I understand that health and dental insurance are provided (if they are), but what are the potential out-of-pocket costs associated with different plans?
- How many vacation days do employees get, and are vacation days cumulative?
- Do you have a tuition reimbursement program?
- Do you reimburse for bar memberships or CLE programs?

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