

January 24, 2011

Contact Us

To make an appointment with a Career Services counselor, stop by (we're above the Book Store) or give us a call: 831-1243.

If You're A 1L or 2L

You should be keeping an eye out for upcoming on-campus interviews. They are listed elsewhere in this newsletter and on [Simplicity](#). Employers participating are usually from nearby government agencies, non-profit organizations or smaller firms. Lots of opportunities, but the deadlines come up quickly.

And remember that employers who agree to come to campus have a strong preference for VLS students. Think broadly about the possibilities and plan to take part in the interview process.

Some employer who are unable to come to campus may offer the option of a video interview.

If you have questions, be sure to consult with Career Services.

3L Check List For January

Here are four things you should be focused on at this point in the year:

1. Meet with your career counselor to discuss revisions to your job-search plan
2. Network with two alumni in the field you hope to practice in -- in person or by phone
3. Line up job interviews for spring break
4. Monitor [Simplicity](#) once a day

Career Strategies

How to Get Law Jobs in the Community and the World



A Smart Bet: On Campus Interviews

These Are Employers Who Want to Hire VLS Students

By *Abby Armstrong*

What's wrong with this picture: two weeks ago we listed an upcoming on-campus interview on [Simplicity](#) and in Career Notes for a terrific summer position with the Vermont attorney general's office—and only two students applied.

Frustrated by the low turnout with the deadline to apply only hours away, Career Services sent an e-mail to all first and second year students saying "anyone want to work for the Vermont attorney general's office this summer?"

Next thing we knew, we had 20 applicants. Please get in the habit

of monitoring [Simplicity](#). You have to learn to be pro-active.

The spring on-campus interview program brings to VLS a number of recruiters from government agencies, small and mid-sized regional law firms and public interest organizations. The good news is they have summer positions they're trying to fill. In some cases, they will also interview 3L students for post-graduate positions.

Most importantly, all employers interviewing on campus are doing so because they are specifically interested in hiring VLS students. We strongly recommend that you consider taking advantage of their inter-

est, even if they do not represent what you think might be your dream job today. If your goal is to secure a summer position, we encourage you to be flexible in considering opportunities that might be outside your preferred geographic area or your preferred legal field.

Students apply to employers by following the application instructions stated in the job postings on [Simplicity](#). Generally, you will be directed to submit your materials to Career Services by a specific deadline. Career Services then forwards all VLS applications to the employers, who in turn select which students they will interview. Do not apply to an employer directly through the [Simplicity](#) system.

Don't Miss Saturday's Jobs Summit

One more reminder that the best career-focused thing 3Ls and 2Ls can do this semester is to attend Saturday's VLS Jobs Summit. The program starts at 9 and ends with a networking reception from 3:30 to 4:30.



Kelly Trendell '09

While the program is geared to 3Ls and 2Ls, first-year students are welcome to attend.

During the course of the day, at a variety of panels, seven alumni, including the two pictured here, will talk about legal hiring trends, interviewing techniques, how to make effective small talk, strategies for a successful career and how to get the maximum use out of the next six months.

These alumni have a variety of experiences from working for a U.S. Senate Committee, to the Chesapeake Climate Action Network to the EPA's Office of Civil Enforce-



Brian Joffe '03

ment to human resources at a major university to serving as the environmental litigation manager for a major insurance company. One alumnus will be calling in from Alaska, a state with no shortage of job opportunities.

Employers Who Want to Interview VLS Students

Here are just a few of the listings you'll find on [Simplicity](#) today. Pay attention to the deadlines. For full details—and the application requirements—please go to [Simplicity](#).

Employer: Disabilities Rights Center, Inc.

(Concord, NH)

Job Title: Summer Law Clerk

Who Can Apply: 1L,2L

Deadline Date: 1/27/2011

Employer: United States District Court for the

District of Columbia (Washington, DC)

Job Title: Judicial Intern

Who Can Apply: 1L,2L

Deadline Date: 1/28/2011

Employer: Colorado Legal Services Migrant Farm

Worker Division (Denver, CO)

Job Title: Summer Internship

Who Can Apply: 1L,LLM,2L,3L

Deadline Date: 1/31/2011

Employer: ACLU Lesbian, Gay, Bisexual,
Transgender & AIDS Project (New York, NY)

Job Title: 2011 Summer Legal Internship

Who Can Apply: 1L,2L

Deadline Date: 2/1/2011

Employer: Florida Public Defender, Second Judicial
Circuit (Tallahassee, FL)

Job Title: Assistant Public Defender

Who Can Apply: LLM,3L

Deadline Date: 2/1/2011

Employer: Administrative Office of the Courts State
of New Jersey (Trenton, NJ)

Job Title: Law Internship

Who Can Apply: MSEL,2L,3L

Deadline Date: 2/1/2011

Employer: Vermont Legal Aid (Montpelier, VT)

Job Title: Summer Internship

Who Can Apply: 1L,2L

Deadline Date: 2/1/2011

Look Who's Coming To Campus

**Windham County State's
Attorney, Brattleboro, VT**

Deadline: January 26

On Campus: February 11

**Central VT Solid Waste Man-
agement District,
Montpelier, VT**

Deadline: January 27

On Campus: February 14

Vermont Legal Aid, All Offices

Deadline: February 1

On Campus: Mid-March

**Legal Services Law Line,
Burlington, VT**

Deadline: February 1

On Campus: TBD

**Green Mountain Club,
Waterbury, VT**

Deadline: February 2

On Campus: February 17

**Aaron Melville, Esquire,
St. Johnsbury, VT**

Deadline: March 21

On Campus: TBD

For full details about these on-campus interviews, please go to [Simplicity](#)

Key Online Job Links

Here are links to some of the most often used job search sites:

<https://law-vermont-csm.simplicity.com/students/index.php?ckk=1&cau=&ckk=> to sign on to VLS's Simplicity pages

www.nalpdirectory.com for larger law firms

www.pslawnet.org for public interest jobs and fellowships

www.law.arizona.edu/career/honorshandbook.cfm for federal, state and local governments (user name is pecan and password is sandies)

Simple Steps to Get You Started on Simplicity

The following steps will help you navigate Simplicity:

Step 1. LOG IN. To log on, type this link into your web browser: <https://law-vermont-csm.simplicity.com/students>.

You will be asked for your **user name** and **password**. Your user name is your Vermont Law School email address, and your password has already been provided for you via email. If you've forgotten your password, contact Shelly Parker at sparker@vermontlaw.edu.

Step 2. CREATE YOUR PROFILE. Select the **Profile** tab at the top of the page. You will see the following tabs: *Personal Information, Academic Information, Privacy, Employment, Password/Preferences, and Activity Summary*. Red asterisks indicate required fields.

To move to the next section choose **Save Changes and Continue**. You will have the option of changing your default email address. If you change it, you will receive a confirmation email at your new address. You must reply to that email before you can log on to Simplicity again.

Academic Information. Make sure the 'Year in School' and 'Graduation Date' fields are accurate. Use the drop-down menus. You must choose one or more areas of law of

interest to you under the 'Practice Area' drop down menu. You can choose a maximum of four. *Privacy.* Click on this tab and choose **yes** to receive emails from Career Services. Choose **no** under the 'Promote my resume to Employers' field. We do not use this feature.

Employment. Click on this tab to add information about summer or academic-year positions you have held.

Password/Preferences. Use this tab to change your password. Select the **Save** button once you have made the change.

Step 3. VIEW JOB AND INTERNSHIP POSTINGS.

Click on the **Job and Resume Collection** tab. Make sure that the **Jobs** tab in the lower menu is highlighted. Scroll down and all the most recent job and internship postings will be there for you to view. You can narrow the list by entering search criteria in the shaded box and clicking the **Search** button. You can also enter an organization name or city in the **Keywords** box. It is not recommended that you search by practice area.

For full details, see the Simplicity manual: http://www.vermontlaw.edu/Documents/career%20services/20100901_simplicityManual.pdf