

January 31, 2011

## VLS Exclusive For 1Ls & 2Ls: Job Fair in DC On March 7

Here's the best way to kick off your spring break: get on the bus heading to Washington, DC, for the exclusive VLS job fair with at least a dozen employers.

The fair -- with a variety of summer opportunities for 2Ls and 1Ls -- will be held on Monday, March 7, from 9 a.m. to 4 p.m. -- the first day of spring break. This way you can have it all -- interviews with employers hoping to recruit you as an intern for the summer and then take the rest of the week off as part of a well-earned vacation.

VLS will provide a bus (free to students) to leave from campus on Sunday, March 6, at 8 a.m., returning late in the day on Monday, March 7.

Many of the job postings are already listed on Symplicity, so check it out right now. And watch for a comprehensive listing later in the week in Career Notes. Some application deadlines are coming up very quickly -- as soon as tomorrow.

Among the employers participating are the EPA Office of Strategic Environmental Management, National Regulatory Research Institute, Vermont Senator Bernie Sanders's Energy and Environment Committee and New Hampshire Senator Jeanne Shaheen's staff.

Remember, these employers have signed up for the VLS Job Fair because they are interested in having VLS students join them for the summer.

## 3L Check List For February

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 Symplicity once a day

# Career Strategies



How to Get Law Jobs in the Community and the World

## Business Etiquette: Getting the Basics Right

*Hold a Chair?  
Order a Drink?  
Phone on Table?*

*By Dennis Stern*

The interesting thing about business etiquette is that many people think they know all the basics until they're confronted with specific questions.

That's what emerged from a Business Etiquette Seminar that was included in the 1L Boot Camp held at VLS January 11.

Dan Post Senning of the Emily Post Institute in Burlington posed a number of basic business etiquette questions and frequently stumped the audience. For instance, at a business lunch, is it appropriate for the man to pull out the chair for the woman seated next to him?

The answer is no. Business lunches are gender neutral. What about holding the door as they both enter the restaurant? There, too, it's gender neutral. The best way for a man to handle the situation, if he feels he must hold the door, is to say something like, "Oh, could I get that door for you."

What about determining which is your bread plate and which is your water glass? Dan suggests remembering BMW -- your bread plate is on the left, your "meat" plate is in the center (main plate for vegans?) and your water glass is on the right.

If the host orders a cocktail, that gives



Dan Post Senning giving his talk on Business Etiquette during the 1L Boot Camp

you the option to join her -- or not. You're never required to have a drink, Dan says. And if you do, at a business function, limit yourself to one.

How about leaving your phone on the table, in case you get an important call? No, Dan says. And if your colleague puts his phone on the table, ask him to put it away.

How about texting furtively under the table? Unacceptable.

Other pointers from Dan:  
Be on time to the meal; there is no such thing as fashionably late to a business meal.

Elbows are okay on the table after the meal, as you lean into the conversation (without slouching).

Don't order spaghetti at a business lunch -- it's too hard to eat gracefully. Don't put salt on your food before you've tasted it.

Wait to start eating until your host has asked you to begin or until the host starts.

And when you've finished the meal and are about to leave the table, take your napkin from your lap and place it loosely on your left.

## The Newest VLS Top Ranking: Our Web Site

A new study by law librarians from Georgetown and Yale looks at the home web pages for all 200 ABA accredited law schools and ranks VLS as No. 15. The rankings were based on evaluations of each law school's home page for 20 criteria in three broad categories: design, accessibility and marketing and communication.

The top five are University of Illinois, Wayne State, Michigan State, University of Nebraska and University of Chicago.

The evaluators said it's clear that the primary function of the homes pages is recruiting. "From my perspective, the home page is very important," said Jason Eisman of Yale's law library. "It's as important

as what your physical space looks like."

Key ingredients, they said, were news headlines that update frequently, giving visitors a reason to come back, and basic contact information, like addresses (missing from 25% of the sites) and phone numbers (missing from 17%).

## 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:** U.S. Army Corps of Engineers, Alaska District, Office of Counsel (Anchorage, AK)

**Job Title:** Summer Law Clerk

**Who Can Apply:** 1L,2L

**Deadline Date:** 2/4/2011

**Employer:** U.S. EPA - Office of Enforcement & Compliance Assurance (Washington, DC)

**Job Title:** Summer Law Clerkship

**Who Can Apply:** 1L,2L

**Deadline Date:** 2/4/2011

**Employer:** Office of United States Senator Jeanne Shaheen (NH Office)

**Job Title:** Summer Intern

**Who Can Apply:** 1L & 2L

**Deadline Date:** 2/7/2011

**Employer:** Baird, Holm Law Firm (Omaha, NE)

**Job Title:** Summer Associate

**Who Can Apply:** 1L

**Deadline Date:** 2/7/2011

**Employer:** Vermont Public Interest Research Group (Montpelier, VT)

**Job Title:** Summer Internship

**Who Can Apply:** 1L,2L

**Deadline Date:** 2/8/2011

**Employer:** ACLU Women's Rights Project (New York, NY)

**Job Title:** Summer 2011 Legal Internship

**Who Can Apply:** 2L,3L

**Deadline Date:** 2/10/2011

**Employer:** U.S. Senator Bernie Sanders (Washington, DC)

**Job Title:** Summer Energy/Environment Legal Intern

**Who Can Apply:** 1L,2L

**Deadline Date:** 2/10/2011

## Look Who's Coming To Campus

**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](#)

## Job Summit 2011

If you missed the 3L Job Summit, check our webpage. Audio recordings of the panelists and Keynote speaker will be posted there soon.

## 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?cck=1&tau=&cck=> to sign on to VLS's Simplicity pages

[www.nalpdirectory.com](http://www.nalpdirectory.com) for larger law firms

[www.pslawnet.org](http://www.pslawnet.org) for public interest jobs and fellowships

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

## Before You See a Career Counselor for the First Time...

### Here Are 5 Things To Do

After you've made an appointment, here are the things you must do before coming in:

1. Update and revise your résumé. Check out the résumé templates available online on the Career Services [pages](#) or in the Career Development Manual in the Office of Career Services.

2. Prepare a list of three geographic areas you'd want to work. Consider where you might have an affordable place to live.

3. Think about practice areas that interest you (e.g., environmental law, criminal law, civil law). Consult the Career Development Manual for an overview of different types of practice.

4. Identify three potential jobs or internships that interest you by looking at [Simplicity](#) and other job sites, including those on the right as well as these:

- [www.ecojobs.com](http://www.ecojobs.com) (username is Vermont, password is law) for a listing of environmental jobs
- [www.usajobs.gov](http://www.usajobs.gov) (ask a counselor for assistance in navigating this listing of federal government positions)
- [www.idealist.org](http://www.idealist.org) for public interest jobs

5. Gather these application materials:

- A pdf version of your transcript (available from the registrar's office)
- A writing sample
- A list of three references