

End of Semester 2L Check List

Here are the basics you should have taken care of before the end of your second year:

- Have you lined up an internship — or returned to Career Services to discuss options?
- Have you decided in which jurisdiction you plan to take the bar exam? Once you have, you will want to check out that state's specific requirements.
- Promise yourself you will watch for communications from Career Services over the summer because deadlines for some post-graduation job opportunities — judicial clerkships, federal, state and local governments, public interest organizations and large law firms — come up very early. Many deadlines to apply for entry-level positions are in August and September.

1L Check List for End of Semester

Here are the career and academic basics you should have taken care of in your first year at VLS:

- Met with your super adviser to sketch out your likely course selection for the next four semesters and to start to develop a career plan
- Polished your résumé and cover letter
- Practiced networking skills
- Attended a mock interviewing session
- Put a plan in place for your first summer

Career Strategies Takes a Break

With classes ending this week, this will be the final regular issue of *Career Strategies* until the fall. But the Office of Career Services will be open all summer, so please stop by if you're on campus, or call us at 802-831-1243 if you have questions or want to make an appointment to meet with a counselor.

How to Get VLS Business Cards

If you would like to have business cards that use the official VLS fonts, logo and template, Whitman Communications is the vendor. The cost is \$24 per 100. You can do it at <http://whitman.myprintdesk.net/DSF/storefront.aspx>

Career Strategies

How to Get Law Jobs in the Community and the World



How to Get the Most Out of Your Summer

12 Reminders To Be Sure You Succeed

By Abby Armstrong

No matter where you're working this summer, it's important to keep in mind that your job is an interview that lasts the entire summer. Here are some important guidelines to keep in mind so that you will get the most out of your experience:

1. Treat the support staff with respect. They can sometimes make or break you, and others in the organization will be watching how you interact with them.
2. Accuracy always counts. It's imperative that you carefully review all your work before turning it in.
3. Don't be afraid to ask questions. If someone gives you an assignment, be sure you understand what is expected.
4. Meet all deadlines.
5. Always be on time to work and to meetings.
6. Be aware of the office dress code and never fail to comply.
7. Be on your best behavior at all times. Even at social events with summer colleagues outside the office, remember that your conduct is being observed.
8. Avoid over-drinking at office social events -- and after work in casual settings with colleagues. You've heard this before and it's worth repeating -- the smartest thing is to impose on yourself a one-



Michelle Walker and Kat Garvey giving advice to 1Ls and 2Ls about how to make the most of their summer jobs

drink limit. No one will fault you for that. And you'll have no regrets.

9. Take part in events sponsored by your employer. Social activities allow others in the office to get to know you better and allow the organization to assess your people skills. Intangibles, including your social skills, might affect your chances of getting a job offer.

10. This is an ideal networking opportu-

nity. Be sure to introduce yourself to as many colleagues as possible over the summer.

11. Avoid questionable jokes and pranks. (You're hoping to have some strong references at the end of the summer.)

12. Be sure to work well with other summer employees. While the situation may be competitive, how well your can partner with others is always a factor.

3L Check List for the Next 6 Months

We have a familiar message for all third-year students, and it's worth repeating. Your focus now is obvious -- complete the semester with flying colors.

If you have landed a job for post-graduation, congratulations. If not, don't despair. Keep in mind that many employers — typically, government agencies, non-profit organizations and smaller law firms — won't even consider your application until you have passed the bar. Once your final exams — and commencement! — are behind you, you will want to focus 100% on the bar examination.

At this point in your career, nothing is more important to your long-term success and your short-term objective of finding a job than to devote yourself to preparing for the bar exam... and passing it.

Here are three other things to keep in mind:

1. After the bar, you will want to stay in touch with Career Services. As you may have heard, we have a career counselor, Sue Ross, dedicated to the graduating class. She is committed to working with all 3Ls until they have found their first job. You can contact her at sross@vermontlaw.edu.

2. While you're waiting for bar results, look for temporary, even unpaid law-related opportunities to round out your experience. It's often the case that a temporary job taken to build experience while you're waiting for bar results can lead to being hired for a permanent position. (And check out the Bridge the Gap program at http://www.vermontlaw.edu/For_Students.htm to see if you are eligible to apply for financial support from VLS while you're volunteering.)

3. Finally, stay positive. *You will get a job.* Our experience shows that most graduates find their first jobs after they have passed the bar.

Employers Who Want to Interview VLS Students

Here are just a few of the listings you'll find on *Symplicity* today. Pay attention to the deadlines. For full details— and the application requirements — please go to *Symplicity*.

Employer: James R. A. Martin, Esq. (Burlington, VT)
Job Title: Summer 2011 Intern, & possibly longer or continued by another intern
Who Can Apply: 1L, 2L, 3L
Deadline Date: Rolling

Employer: Renewable Energy Vermont (Montpelier, VT)
Job Title: Executive Director
Who Can Apply: Graduate/Alumni,MSEL,3L
Deadline Date: April 29, 2011

Employer: Office of NYC Council Member Daniel Dromm
Job Title: Legislative Intern
Who Can Apply: 1L, 2L, 3L
Deadline Date: April 29, 2011

Employer: Partnership for Civil Justice (Washington, DC)

Job Title: Summer Justice Fellowship
Who Can Apply: 1L,2L,3L
Deadline Date: April 29, 2011

Employer: Spruce Run Association (Bangor, ME)
Job Title: Attorney
Who Can Apply: Graduate/Alumni, 3L
Deadline Date: April 30, 2011

Employer: Worldwatch Institute (Washington, DC)
Job Title: Climate and Energy Summer Research Intern
Who Can Apply: 1L,MSEL,LLM,2L,3L
Deadline Date: April 30, 2011

Employer: Equal Employment Opportunity Commission, Enforcement Unit (Milwaukee, WI)
Job Title: Summer Externship Program
Who Can Apply: 1L, 2L
Deadline Date: May 1, 2011

Friend Us On facebook

Career Services has started to use facebook and Twitter to get out important job information and to stay in touch with students and recent graduates. All current students, but especially 3Ls, are encouraged to "friend" us and "follow" us to get job postings, details about career-related events, and articles and information about job searching.

"Friend" us at: <http://www.facebook.com/home.php#!/group.php?gid=295128751297>

And follow us on Twitter @vermontlawjobs

Helpful Web Sites

For Your Job Search

In addition to the many jobs posted on Symplicity -- and new listings are added almost every day, here are some other sites and links you should check regularly:

* VLS is a member of the Intercollegiate Job Bank, an on-line job newsletter exchange with law schools nationwide. To access these job listings, go to: https://www.law2.byu.edu/Career_Services/jobbank/ (a link to this site is also available on our Symplicity home page). The user name is jobbank; password: postings.

* We subscribe to Environmental Career Opportunities, which lists a range of environmental jobs. The site is password-protected and can be accessed by going to our Symplicity homepage where you will find the link and the password.

* Access the State-by-State Online Resources, under the Resources Section of the Career Services homepage -- <http://www.vermontlaw.edu/Resources.htm>. These links are currently being updated and will shortly direct you to the job listings at various state and local offices, agencies and organizations.

* For information on jobs with the federal government, see the guide located at http://www.vermontlaw.edu/For_Students.htm.

* Access the International Online Job Resources and Judicial Clerkship Resources under the Resources section of the Career Services homepage.

* The American Bar Association provides information on a range of topics, including job postings, at <http://www.abanet.org/careercounsel/>. In addition, there are articles on how to find a job -- <http://www.abanet.org/careercounsel/archive.html#find> -- and advice that is specific to this tough economy -<http://new.abanet.org/economicrecovery/jobsearch.aspx>.

* Follow us on Twitter @vermontlawjobs and join our FaceBook Group at <http://www.facebook.com#!/group.php?gid=295128751297> for up-to-date job postings, programs, information and articles.

Simple Steps to Get You Started on Symplicity

The following steps will help you navigate Symplicity:

Step 1. LOG IN. To log on, type this link into your web browser: <https://law-vermont-csm.symplicity.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 Symplicity 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 résumé 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 Résumé 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 Symplicity manual: http://www.vermontlaw.edu/Documents/career%20services/20100901_symplicityManual.pdf