

October 14, 2011

Dear Abby

Should I Use Heavier Paper For My Résumé?

Dear Abby:

Do my résumé and cover letter have to be on nice paper?

2L *Who's Wondering*

Dear Wondering:

Yes, we recommend a heavier weight paper for your cover letter, résumé and references. It's usually known as résumé paper. That is a good way to signal to a potential employer that this is a serious letter.

Dear Abby:

One employer is asking me to include an unofficial transcript. Where do I find that?

2L *Applying for an Internship*

Dear Applying:

Unofficial transcripts come from the registrar's office. You should ask for a transcript in PDF format. Here's the email address: registrar@vermontlaw.edu.

Dear Abby:

Is there a printer on campus that I can use to print out my résumé and cover letter?

3L *on the Search*

Dear Searcher:

Yes, we have a printer that is frequently used by students in your situation. (And in case you've never visited our offices, we're on the second floor above the book store.) The printer is named 4350 IP. Instructions are printed on the front of the machine. Please bring

Abby Armstrong, Director of Career Services, knows the answers to your questions. Send your query to aarmstrong@vermontlaw.edu

The Northeast Law School Career Consortium Invites You to Attend A Practical, How-To Session on Networking for Law Students & Alumni

Suffolk University School of Law
Main Function Room
Monday, October 24th
3:00PM - 4:30PM
RSVP to Michelle Parent at Career Services
By Tuesday, October 18

Career Strategies



How to Get Law Jobs in the Community and the World

Hey Students! It's Mid-Semester: Do You Have a Job-Search Plan?

By Now You Should Be Rolling Out a Strategy

By Abby Armstrong

There's a Career Services aphorism that goes like this: In a good job market it may only matter **what** you know. In a marginal market it may matter **who** you know. But in this market it is both **how many people** you know and are going to get to know!!

By this point in the process, whether you're a 2L looking for an opportunity for next summer or a 3L pushing for that first permanent job, you need to figure out the geographic areas where you want to concentrate your search. You should develop a concise, focused and articulate description of your ideal job and then you need to find out as much as you can about opportunities that meet your criteria.

This means informational interviewing, online research, blogs and conversations. Then you will want to create an action plan to pursue these opportunities proactively.

Wondering how to get started? That's where we come in. Set up a time to meet with Andrea or me and we'll help you



All Aboard for the Fall DC Job Fair

Jonathan Hernandez (left) and James Olaley (right) board the bus heading to Washington, DC for the third DC Job Fair arranged exclusively for VLS students by Career Services.

develop your campaign. This is a strategy meeting to market and advertise your job search, yourself and your goals.

For instance, you will want to identify everyone you know who is a potential resource — alumni from high school, college or VLS, previous employers, your

parents and friends, VLS faculty, affinity groups such as volunteer organizations and people you learn about through your research and informational interviewing.

Then you will need to be persistent, methodical, professional, clear about your interests, and prepared and considerate of the time of the people you contact.

How to Make the Best Use of an Interview

You've gotten the call back and in a week you'll be interviewed for your dream job. How can you be sure you make the most of the time you have for the interview?

Here are some suggestions from the Official Guide to Legal Specialties:

- Try to persuade with facts—by telling concrete reasons you should be hired. Perhaps it's your work experience that will enable you to hit the ground running. Or your class rank. Or your organizational skills and strong attention to detail.

- Try to persuade citing possibilities and future implications. Stress your skills and your willingness to learn. Mention your commitment to the field and the area and talk about your goals. Talk about your creative problem-solving skills.

- Try to persuade with logical analysis. Describe how the internships you had have sharpened your skills. Emphasize your success in legal research and writing. Talk about your good judgment, illustrating this with specific examples. Perhaps you will stress your project management skills or efficiency.

- Finally, try to persuade by showing how you will be a good fit for the organization. Talk about your strong communications and interpersonal skills. Stress the enthusiasm you have for this kind of work and how much you enjoy working with others. Show that you have confidence—but not arrogance.

On Page 2...

- A sample of job listings
- On-campus interviews
- Helpful job websites

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: American Civil Liberties Union Foundation
Job Title: Staff Attorney, Racial Justice Foundation
Who Can Apply: 3L
Deadline Date: October 16, 2011

Employer: Delaware Supreme Court
Job Title: Judicial Clerkship
Who Can Apply: 3L
Deadline Date: October 17, 2011

Employer: Meyer, Glitzenstein & Crystal
Job Title: Summer Law Clerk
Who Can Apply: 2L, 3L
Deadline Date: October 15, 2011

Employer: U.S EPA Region IX Office of Regional Counsel
Job Title: Summer Law Clerk
Who Can Apply: 2L
Deadline Date: October 15, 2011

Employer: Physicians for Social Responsibility
Job Title: Executive Director
Who Can Apply: 3L, MSEL, Grad/Alum
Deadline Date: October 15, 2011

Employer: U.S EPA Region 10
Job Title: EPA Honors Attorney Fellowship
Who Can Apply: 3L
Deadline Date: October 15, 2011

Helpful Web Sites For Your Job Search

In addition to the many jobs posted on [Simplicity](#)—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 [Simplicity](#) home page). The username is job-bank; 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 [Simplicity](#) 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/Documents/career%20services/STATEXSTATE.pdf>
- For information on jobs with the federal government, see the guide located at <http://www.vermontlaw.edu/Documents/career%20services/FindingEntryLevelFedJob.pdf>
- 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://www2.americanbar.org/careercenter/Pages/careercenter2.aspx>. In addition, there are articles on how to find a job— <http://www2.americanbar.org/careercenter/Pages/ArticlesResources.aspx>—and advice that is specific to this tough economy -<http://www2.americanbar.org/economicrecovery/default.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.

Look Who's Coming To Campus

USAF JAG
Deadline to Career Services: October 14, 2011
Interview Date: October 28, 2011

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

Looking for Summer 2012 Law Student Interns

Food & Drug Administration's Office of General Counsel is recruiting for Summer 2012 Law Student Interns. The positions are for 2Ls and are paid. Deadline – October 28th. See link below for details.

More jobs like this are to be found on the Arizona Government Honors Handbook at <http://www.law.arizona.edu/career/honorshandbook.cfm>

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, 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](#)

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&au=&cck=> 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 (username is snicker and password is doodle)