

# **One L Career Planning:** Preparing for your summer job search and beyond

# Office of Career Planning & Professional Development

- Location: First Floor of the West Building
- Hours: 8:30 – 5:00 (m-th); 8:30 – 4:30 (f); evening hours by appointment.
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# Our Office – A Resource

- Our Office is a resource to help you
  - Explore Careers
  - Research Employers
  - Plan your networking with employers
  - Prepare for interviews
  - Develop a job search strategy
- Our Services
  - One on One counseling
  - Resume and Cover letter assistance
  - Mock Interviews
  - On Campus Interview Programs
  - Practice Panels
  - Job Listings
  - Mentor Programs
  - Print & Online Resources



## Online Resources

- Career Planning Website: <https://camlaw.rutgers.edu/career-planning>
- Symplicity Accounts

The screenshot shows the Symplicity user interface for a law student named Jane. The navigation bar includes links for home, profile, documents, job listings, employers, networking, clerkships, Surveys, OCI, events, and calendar. The main content area is divided into several sections:

- SHOW ME:** Includes checkboxes for Announcements and Notifications, an RSS feed subscription option, and a message about feedback.
- Summer Evaluations:** A section with a megaphone icon providing information about summer internships and evaluations, including a link to search for evaluations.
- How to Turn Off "Job in Preferred Location" email:** A list of two steps: 1. Go to Profile: Academic Information: Geographic Preferences; 2. Drag the drop down boxes under Geographic Preferences to the first blank space.
- FIND A JOB:** A button for "Jobs I Qualify For".
- NETWORK:** A button for "Professional Network".
- MORE:** Buttons for "Activity Summary" and "View Document Library".
- GETTING STARTED:** A checklist with five items: Account Created, Personal Profile, Academic Profile, Privacy Settings, and Resume.

The footer of the interface indicates it is powered by Symplicity.

The screenshot shows the Career Planning website for Rutgers School of Law | Camden. The navigation bar includes links for About Rutgers Law, Academics, Admissions, Career Planning, Lawyering, Faculty, Students, Alumni, Law Library, and Intranet. The main content area is titled "Career Planning" and includes a navigation menu with links for Contact Information & Hours, Programs and Events, Employment Data, Symplicity, Services for Students, Services for Alumni, Services for Employers, Reciprocity Policy, Student Debt Relief, Navigating Challenging Economic Times, and Career Planning Blog. A large image of a person sitting on a bench in a park is featured on the right side. A link at the bottom of the page reads "Click here for the Career Planning Blog".



- Webcasts
- Blog: <http://rutgerscamlawcpo.blogspot.com/>
- Twitter: rucamlawcpo

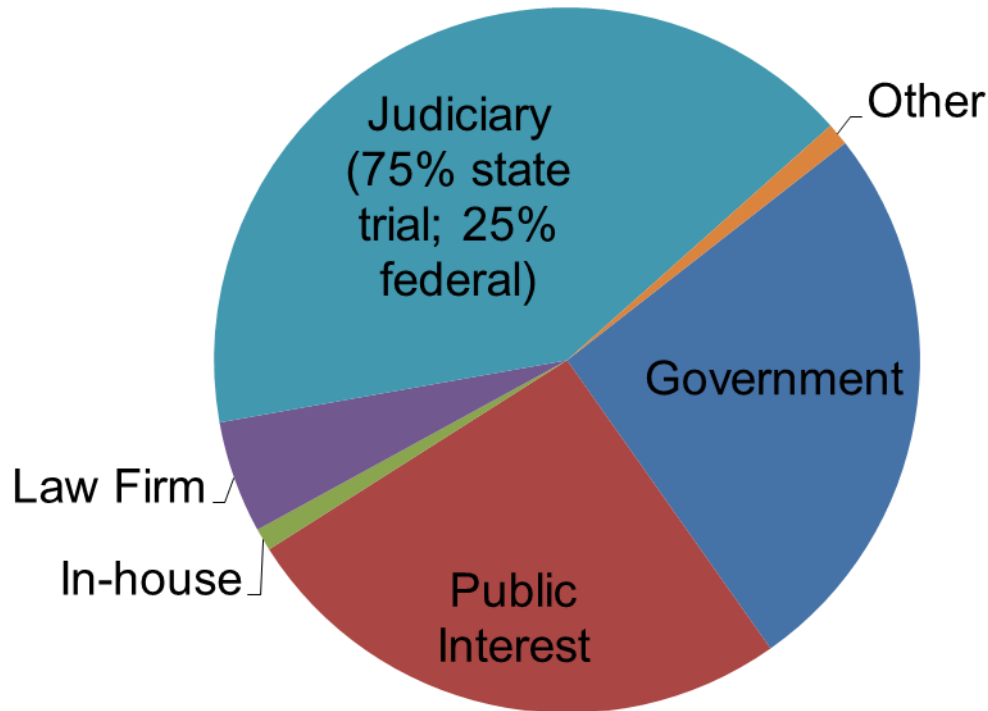


# Summer Options for First Year Law Students

## Summer Legal Position

- Gain legal experience and begin exploring career options

First-year summer legal jobs



# Summer Options for First Year Law Students

## Summer Legal Position

- Gain legal experience and begin exploring career options

- Volunteer/unpaid – majority of opportunities available to 1Ls are in government & public interest – these jobs are generally unpaid
  - ✓ Judicial internships
  - ✓ Non Profits/Public Interest Agencies
  - ✓ Government

### 1) Funding:

- ✓ Limited funding for public interest/government positions through APIL grant – more info next semester
- ✓ PSLawnet.org – lists national funding sources, most are connected to a specific organization or field
- ✓ Equal Justice – Summer Corp \$1000 educational award voucher - more info next semester and at <http://www.equaljusticeworks.org/programs/summercorps/general>

### 2) part-time at volunteer legal job and part-time non-legal paid job



# Summer Options for First Year Law Students

## Summer Legal Position (con.t)

- Paid – very few paid opportunities
  - ✓ Law Firm – most firm jobs go to 2Ls – very few law firm opportunities for 1Ls
  - ✓ Research Assistant to Professor

### Timing

- NALP Dec 1 Rule – cannot begin applying until Dec 1
- Most 1Ls become actively involved in their job search in the spring semester
  - ✓ Exceptions
    - ❖ Federal Judges & Large Law firms – apply in December
    - ❖ Long Distance job search – start in December

# Summer Options for First Year Law Students

## Study Abroad

- Very expensive option
- Research Programs thoroughly
- Look for program that have an internship component
- May be the last opportunity for this type of travel before beginning a legal career
- Check ABA website for complete list of programs:  
<http://www.abanet.org/legaled/studyabroad/foreignstudyhome.html>



# Summer Options for First Year Law Students

## Summer Classes

- Take classes to get required courses done, or to have a lighter load and more flexibility in the fall semester



# Summer Options for First Year Law Students

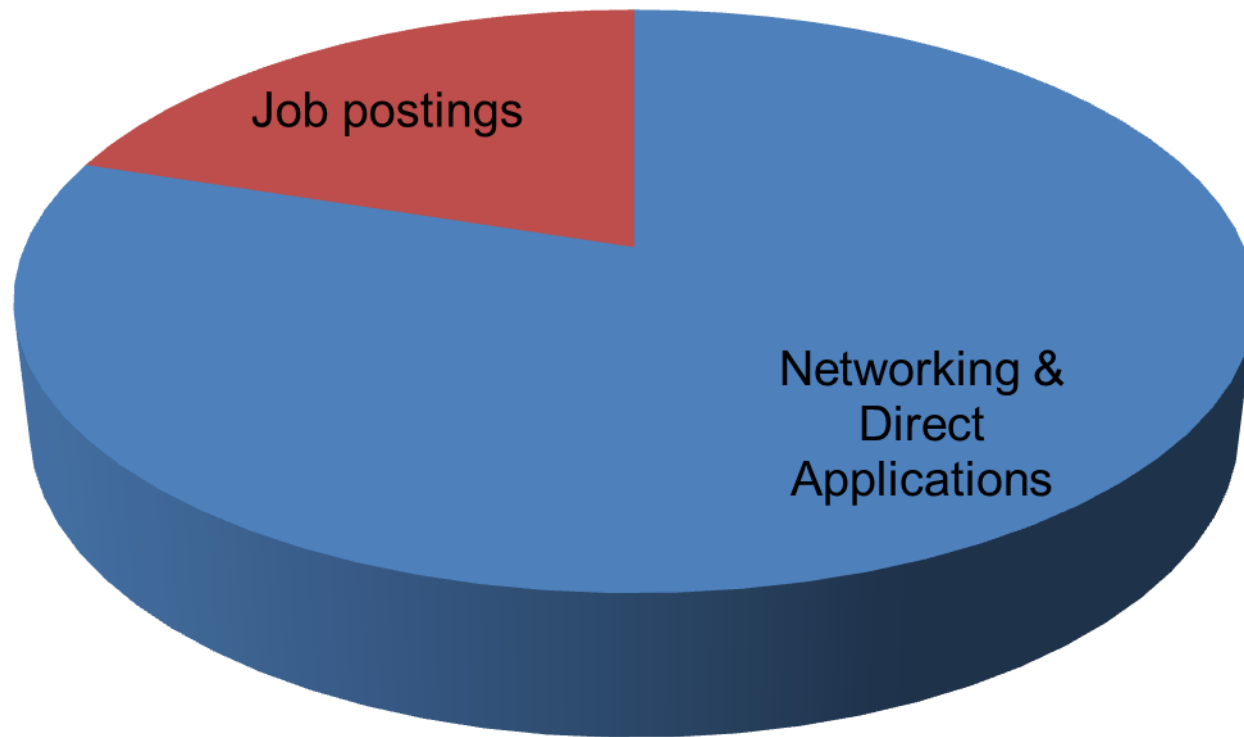
## Summer Non-Legal Job

- Strongly recommend that students obtain summer legal experience, but not doing so should not significantly restrict future options



# Finding jobs & applying

Methods of Obtaining 1L Summer Employment



# Finding jobs & applying

## Job Listings

- Symplicity - job postings on the Career Planning website  
<https://law-camden-rutgers-csm.symplicity.com/students>
- PSLawnet (gov. & public interest) [www.pslawnet.org](http://www.pslawnet.org)
- BYU Intercollegiate Job Bank  
[https://www.law2.byu.edu/career\\_services/jobbank/](https://www.law2.byu.edu/career_services/jobbank/)
- ***Be aware that only about 20% of all job openings are advertised.***

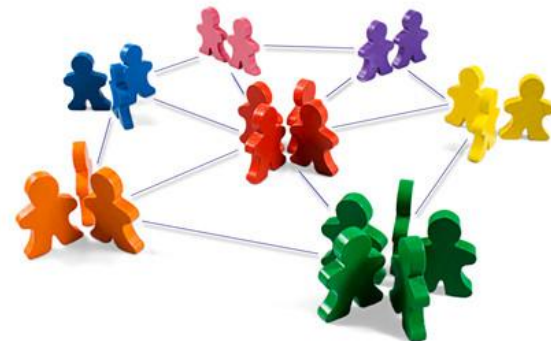
## Direct targeted mailings

- Apply directly for jobs that are not advertised
- Research firms and find contact information
  - Law firms – [www.martindale.com](http://www.martindale.com), [www.nalpdirectory.com](http://www.nalpdirectory.com)
  - Government & Public Interest – [www.PSLawNet.org](http://www.PSLawNet.org)
  - Judicial Internships - [Symplicity](#) & court websites

# Finding jobs & applying

## Networking

- Networking is the single most effective way to land a job
  - Career Panels & Student Organization Panels
  - Career Planning mock interview program in the early spring semester
  - Career Planning Speed Networking Event in the spring semester
  - Bar Associations events & memberships
  - Informational interviews
  - Mentor Programs
  - Dinners and events sponsored by the law school and student organizations



# Finding jobs & applying

## Job Fairs

- PIPS – Public Interest/Public Service Job Fair in February
- Philadelphia Diversity Law Group in February
- Questions? Email Gwen Tolbert  
[gtolbert@camden.rutgers.edu](mailto:gtolbert@camden.rutgers.edu)



## Other Methods of Obtaining Legal Experience

### School Year Positions

- Fewer applicants during the school year
- Excellent way to gain legal experience & network
- May even turn into a summer position or a permanent post graduation job offer

### Law School Pro Bono Programs, Clinics & Externships

- Great way to get legal experience
- Take advantage of law school pro bono opportunities now
- For most clinics and externships, you must have completed two-thirds of your legal education and have taken Evidence and Professional Responsibility

## Cover Letter

- 1 page
- Articulate why you are interested in that employer and why they should be interested in you
- First example of your writing skills so needs to be flawless (no typos) and well written
- Tailor it to the specific employer – or at least to the type of employer you are writing to
- Explain why you would be a good fit for the employer
- Find a name to send the letter to (avoid “Dear Hiring Partner”)
- Model Cover letter in the CP Guide on the website

***Cover letter workshop on November 9<sup>th</sup> at 12:30***

# Resume

Who is your target audience?

- A *busy supervising attorney* who has less than one minute to read your resume



# What is your target audience looking for in a resume?

- Evidence that you will succeed in **intellectual aspect** of job
  - e.g., time-management, analytical ability, fact-gathering, creative problem-solving, stamina, attention to detail
- Evidence that you will succeed in **interpersonal aspect** of job
  - e.g., deal well with people, work under pressure, negotiation skills, teamwork skills, good judgment & common sense
- Evidence of **good communication skills**
  - e.g., writing & speaking, community organizing
- Background specific to that employer
  - e.g., foreign language for immigration practice, scientific background for environmental firm, medical training for med/mal firm

# Think about your own background

- What specific experiences demonstrate the qualities employers are looking for?
- What was distinct or notable about your contribution to a job or activity?

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**“We’re a big company with big ideas,  
and by gosh, I really like your big rēsumē!”**

# General Formatting

- Should be one page even if this is your second career.
  - **Remember your target audience – busy supervising attorney**
- Font: Do not overuse font types, underlines or boldface type; avoid anything smaller than 11 points
- No typos, spelling errors, grammatical errors
- Don't use I; don't exaggerate
- Paper Color: off-white or white; avoid gray, blue, or other colors
- Margins: Do not adjust your margins any smaller than .5 inches

# Heading

FIRSTNAME LASTNAME

233 Olympia Lane

City, State, zip

000-000-0000

email@xxxx.com

- Full name, no nickname
  - If gender is unclear, may want to use Ms. or Mr.
  - Font size no bigger than 14-points; use bold and small caps.
- Write out full address
  - If you want to demonstrate a connection to geographic area, use your permanent address also
- Phone & e-mail address
  - No mystery e-mail
  - Voicemail - brief, professional message

# Education section

## Education

### Rutgers School of Law, Camden, NJ

Candidate for Juris Doctor Degree, May 2014

GPA: 3.x

*Highlights:* "A" in Legal Analysis, Writing & Research

*Activities:* Pro Bono Bankruptcy Project  
Domestic Violence Project  
Environmental Law Society

### Rutgers University, New Brunswick, NJ

Bachelor of Arts in English Literature, *with honors*, May 2009

GPA: 3.x

*Honors:* Dean's List (4 semesters)

*Activities:* Cabaret Theater Company  
Intramural Soccer

- Reverse chronological order – law school 1<sup>st</sup>
- List your GPA if it is a 3.0 or above
  - You may round your GPA to the nearest one-hundredth of a point only, e.g., 3.288 rounded to 3.29, NOT 3.3
  - Include honors and activities
  - Only include activities where you had a leadership position (organized panel on environmental law careers) or can talk enthusiastically about during an interview
  - Avoid puff -- listing group in which you only went to 2 meetings and just ate pizza

# Experience section

## Experience

### ROSENBERG & CHASE, L.L.P., Westfield, NJ

*Legal Assistant, August 2010-August 2011*

- Reviewed and summarized medical records, deposition testimony and interrogatories in medical products liability litigation
- Maintained and updated case file databases and trial and mediation calendars

### FLEMINGTON-RARITAN SCHOOL DISTRICT, Flemington, NJ

*Substitute Teacher, August 2009-August 2010*

- Collaborated with other staff members to create learning opportunities
- Communicated assignments to students and provided instructions as necessary

### EAGLE MANAGEMENT, Clinton, NJ

*Pool Manager, Summers 2007 and 2008*

- Supervised and trained group of 6 lifeguards
- Responded to concerns of community board and pool members

### CAMP WINNEWALD, Clinton, NJ

*Camp Counselor, Summer 2006*

- Provided supervision, care and guidance to a group of 20 campers
- Organized activities and events for campers to participate in each day of summer camp

- Can use bullets or narrative form
- Include all relevant positions, paid & unpaid, in reverse chronological order
- Provide detailed descriptions of job duties
  - Begin each sentence with an action word

- Highlight skills transferable to law:
  - ✓ Research
  - ✓ Analysis
  - ✓ Oral & written communication
  - ✓ Negotiation
  - ✓ Management of complex projects or people

- ✓ Development or implementation of policies
- ✓ Problem-solving
- ✓ Hiring & training new employees

## Additional Information

- Include an accurate description of language skills (don't exaggerate), and/or volunteer work, unusual travel or hobbies that you can discuss with enthusiasm

### **Skills/Interests/Volunteer**

- Scuba diving, skiing, travel (recent trips include: Costa Rica, Italy & Egypt)
- American Red Cross - Blood Drive & Fundraising coordinator, 2004-present

### **Languages**

Conversational Spanish

## Do not include:

- “References available upon request” - this goes without saying
- Pre-college education unless highly regarded school, valedictorian or prestigious award, or want to show connection to geographic region that won't be clear otherwise
- A Job Objective - Legal resumes do not contain a job objective

**Questions?**