

## The Office of Career Planning & Professional Development

The Office of Career Planning provides career development and strategy assistance to Rutgers School of Law- Camden students and alumni. Our role is to help you identify, develop and achieve your career goals. Our services are available from your first year of law school through graduation and beyond. Whether you are seeking a position in a law firm, a multi-national corporation, a government agency, a non-profit institution, or in a non-traditional legal career, we provide services essential to your job search including:

- Individual Counseling Sessions
- Judicial Clerkship application assistance
- Participation in various job fairs
- On-campus Interview Programs
- Online Job Listings for Permanent, Summer and Academic Year positions
- Mock Interview Program with practicing attorneys
- Resume and Cover Letter Writing
- Interview Skills Workshops
- Speed Networking Program
- Attorney Mentoring Programs
- Print and online career development resources

### Career Programs

The Office of Career Planning presents career-related programs throughout the year to educate students on job search skills, offer information on various careers in the law and provide students with opportunities to connect with practitioners. A sample list of Office of Career Planning programs follows:

#### Job Search Secrets Revealed

Learn the secrets of a successful job search - even in a recession! Discover how to use tools you already have to help you land a legal job. Learn to find the "Hidden Jobs" that will never be advertised anywhere. Students will leave this entertaining workshop better prepared to find a legal job.

#### Alternative Legal Careers Panel

Panelists discuss the various non-practicing careers available to law grads and share their insights and personal stories on how they applied their skill set to law related or non-legal positions.

#### New Jersey State Trial Court Clerkship Panel Discussion

New Jersey Trial Court Judges and their current clerks discuss the responsibilities and benefits of working as a Judicial Clerk. The judges also discuss internship opportunities for 1L's.

#### Department of Justice Presentation

A representative from the DOJ discusses the Attorney General's Honors Program, and the Summer Law Internship Program. The highly competitive Honors Program is the only way that the Department hires entry-level attorneys.

## Small and Mid-Size Law Firm Panel

Practitioners from small and mid-size law firms discuss what it is like to work in a small/mid-size law firm, what these firms look for in summer law clerk and entry level attorney candidates, and offer information and advice for those seeking a position at a small or mid-size law firm.

## One L Summer Experience Panel

A panel of 2Ls and 3Ls discuss their 1L summer internships and provide advice and insight on obtaining and working in summer legal jobs. Panelists include students who interned for federal and state judges, public interest organizations, government agencies, and law firms, as well as students who studied abroad during their first summer.

## Annual Speed Networking Event

Speed Networking provides students with a forum to refine their professional networking skills and teaches them the art of self-promotion. It consists of brief conversations between students and practicing lawyers, at regular intervals of time. Once the time is up, students move on to the next lawyer, then the next, ultimately giving them the chance to meet with several participating attorneys, getting career advice and tools for communicating with professionals. Allowing for optimal connections to be made, within a minimal amount of time, Speed Networking is a sure-fire way for students to avoid first-impression faux pas and networking nightmares. In this structured environment students can talk to people they wouldn't otherwise come into contact with, and can decide whether they have an interest in a particular kind of employer or practice area. A brief reception follows the one-hour speed networking session.

## Mock Interviews

Attorneys from Philadelphia and NJ legal employers conduct mock interviews in the Career Planning Office to help students polish their interviewing skills. Each interview lasts a total of 30 minutes: 20 minutes for the interview and 10 minutes for feedback.

## Business Development for Law Students

Whether you end up at a large national law firm with hundreds of lawyers or at a small regional practice, the health of your firm will depend on a steady flow of new business. This program will teach you what business development is, why is it important to the success of your legal career and how to use effective networking techniques to bring in law firm business.

## Social Media Tools for Your Professional Life

Learn how to establish a professional social media presence and use blogs to drive business and brand yourself. This program will also reveal the ethical dangers attorneys face and the professionalism concerns that lurk in the background of the social media revolution.

## Starting Your Own Practice

This is a 3 to 4 hour Saturday morning seminar for students and new practitioners looking to hang out their own shingle which will provide advice on laying the foundation needed to start and run a successful practice.

## Public Interest Practice Panel

A variety of attorneys practicing in a range of civil public interest practice areas discuss their work and how they shaped their careers.

## Government Practice Panel

Local, State and Federal government attorneys discuss their day to day responsibilities, offer advice for a career in government service and provide information on variety of legal careers in local, state and federal government.

## Prosecutors and Public Defenders Panel

Local, State and Federal government prosecutors and public defenders discuss their career paths, what they do on a day to day basis, and offer advice on a career in criminal litigation.

## NJ Law Firm Group Roundtable Discussion and Reception

Partners, recruitment coordinators and representatives of public agencies discuss employment opportunities and the recruitment process. These discussions also provide law students with tips on preparing a resume and conducting an effective interview. A frank but cordial exchange with the student will help to unravel the complexities of the recruitment process, explain what potential employers are looking for and how candidates can best present their experiences and achievements. Difficult questions about the hiring process are asked and answered in the face-to-face exchange. Sponsored by The NJ Law Firm Group.

## Time Management for Law Students and New Attorneys

Success in law school and in your legal career depends largely on effective time management skills. Law students and attorneys alike deal with unpredictable schedules, last minute “emergencies” and daily interruptions, making your ability to stay organized and manage your time efficiently critical to your productivity. In this program, you will learn practical techniques for managing time, paper, information, projects and yourself in both law school and law practice.

## Judicial Clerkship Panel

Current and former judicial law clerks provide information and advice on clerking and the judicial clerkship application process.

## Judicial Clerkship Applications Informational Session

The Career Planning Staff explain the state trial, state appellate and federal judicial clerkship application process.

## Fellowships Informational Session

Fellowships are one of the only ways to get an entry-level job at a public interest legal organization. While some large public interest agencies, such as public defender and government offices, hire new attorneys routinely, many smaller or national non-profit organizations can only support talented new attorneys that come with a fellowship. The Office of Career Planning & the Pro Bono Office discuss various types of fellowships and provide advice on the application process.

## Fall Recruiting Program

Law students obtain summer and post graduate employment through various job search methods including direct targeted job searches, responding to job postings and, most importantly, **networking**. In addition, each year, local and national legal employers participate in our Fall Recruiting Program. Employers interview 2Ls for summer positions and in some limited cases, 3Ls for post graduation positions. The list of employers that participate in this program, either through on-campus interviews or through resume collections, varies from year to year, but a sample list is included below:

Allen & Overy LLP (New York City, NY)  
Archer & Greiner, PC (Haddonfield, NJ)  
Blank Rome, LLP (Philadelphia, PA)  
Bressler, Amery & Ross, PC (Florham Park, NJ)  
City of Philadelphia Law Department (Philadelphia, PA)  
Cole, Schotz, Meisel, Forman & Leonard, PA (Hackensack, NJ)  
Cozen O'Connor (Philadelphia, PA)  
Cozen O'Connor (Philadelphia, PA)  
Cravath, Swaine & Moore LLP (New York, NY)  
Dechert LLP (Philadelphia, PA)  
Department of Law & Public Safety (Trenton, NJ)  
Dept of Navy, Office of the General Counsel (Washington, DC)  
Dilworth Paxson, LLP (Philadelphia, PA)  
Drinker, Biddle, & Reath, LLP (Philadelphia, PA)  
Duane Morris LLP (Philadelphia, PA)  
Duncan, Weinberg, Genzer & Pembroke, PC (Washington, DC)  
Fox Rothschild LLP (Philadelphia, PA)  
Greenbaum, Rowe, Smith & Davis LLP  
Honigman Miller Schwartz and Cohn, LLP (Detroit, MI)  
Independence Blue Cross (Philadelphia, PA)  
Kulzer & DiPadova, P.A. (Haddonfield, NJ)  
Latham & Watkins LLP (San Diego, CA)  
LeClairRyan (Richmond, Virginia)  
Littler Mendelson (San Francisco, CA)  
Manko, Gold, Katcher & Fox, LLP (Bala Cynwyd, PA)  
Marshall, Dennehey, Warner, Coleman & Goggin (Philadelphia, PA)  
Morris, Nichols, Arsht & Tunnell (Wilmington, DE)  
New Jersey Office of Administrative Law (Trenton, NJ)  
Office of the Clerk - Legal Division, Third Circuit Court of App (Philadelphia, PA)  
Patton Boggs LLP (Newark, NJ)  
Pennsylvania Legal Network (Harrisburg, PA)  
Pepper Hamilton LLP (Philadelphia, PA)  
Philadelphia District Attorney's Office (Philadelphia, PA)  
Philadelphia District Attorney's Office (Philadelphia, PA)  
Porzio, Bromberg & Newman, P.C. (Morristown, NJ)  
Potter Anderson & Corroon, LLP (Wilmington, DE)  
PricewaterhouseCoopers (Philadelphia, PA)  
Reed Smith (Philadelphia, PA)



Ropes & Gray LLP (New York, NY)  
Saul Ewing LLP (Philadelphia, PA)  
Schnader Harrison Segal & Lewis (Philadelphia, PA)  
Sills, Cummis, Epstein & Gross, P.C. (Newark, NJ)  
Stradley Ronon Stevens & Young LLP (Philadelphia, PA)  
The Ayco Company (Saratoga Springs, NY)  
U.S. Air Force Jag (Dover, DE)  
U.S. Army Jag Corps (Rosslyn, VA)  
Volpe and Koenig, P.C. (Philadelphia, PA)  
Wilentz, Goldman & Spitzer (Woodbridge, NJ)  
Woodcock Washburn LLP (Philadelphia, PA)  
Young Conaway Stargatt & Taylor, LLP (Wilmington, DE)