OUT OF TOWN
JOB SEARCH GUIDE

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I. INTRODUCTION

Every year, many students conduct job searches outside of South Florida. Conducting a job search outside your current geographical area requires you to plan ahead to make the most of your time away from Miami. This Guide provides specific information on how to conduct such a search, and provides useful resources available from the Career Development Office (“CDO”). Regardless of where you want to start your legal career, the CDO is available to help you. We look forward to working with you.

II. CDO RESOURCES

The CDO offers a number of resources useful when conducting an out-of-town job search.

A. JOB POSTINGS

1. **Symplicity Job Posting Database** (law-miami-csm.symplicity.com/students)
   The CDO maintains a job posting database on Symplicity which lists summer and school year positions, as well as post-graduate attorney postings. All University of Miami School of Law (“UM Law”) students and graduates have access to the Symplicity site, which is password protected. To obtain your username and password, please email the CDO at cdo@law.miami.edu with your full name, graduation month/year, C-number or Cane ID number and preferred email address.

2. **Intercollegiate Job Bank** (https://www.law2.byu.edu/Career_Services/jobbank/)
   The Intercollegiate Job Bank, maintained by Brigham Young University Law School, contains job postings from law schools around the country. The Job Bank is password protected. If you would like to access the Intercollegiate Job Bank, please call the CDO at 305-284-2668 or send an email to cdo@law.miami.edu.

In addition, many bar organizations, associations and publications maintain online job postings that are often limited by geographic location, practice area or industry. Many of these sites can be found starting on page 24 in this Guide and are titled “Out-of-Town Job Search Online Resources.”

B. **CDO WEBSITE** (http://www.law.miami.edu/career-development-office/?op=0)

The CDO website contains much useful out-of-town job search information. You can find online resources for out-of-town opportunities in law firms; public interest organizations; state and federal courts; federal, state and local government; and alternative legal careers.
C. **CDO Blog**

The CDO maintains a blog ([http://cdo.law.miami.edu](http://cdo.law.miami.edu)) to inform students of job search tips, professional development advice, networking opportunities, on campus events, career opportunities and other important information. Please add the blog to your favorites, or subscribe to its posts, so that you may stay informed of all CDO happenings and events.

D. **CDO Resource Library**

The CDO Resource Library provides a wealth of information to students researching out-of-state job opportunities. The library contains books, binders and other publications with information ranging from the biggest employers in a particular city to job postings in foreign countries. Additional resources available in the library include contact information for UM Law alumni by city and relocation binders for major cities.

E. **“Job Search Resources for Select Cities Nationwide” Handouts**

The CDO’s handout series “Job Research Resources for Select Cities Nationwide” contains useful information and resources for specific cities throughout the country. If you are interested in a particular city, check out the handout - available in the CDO or on the CDO website - for ways to start your job search in that particular market.

F. **CDO Symplicity Calendar**

The CDO also lists all upcoming programs, workshops and other events on the Symplicity calendar to provide students with easy access to its roster of programming.

G. **Additional Resources**

At the CDO you will find three computers, a printer, copier and fax machine for use in your job search. All are free to use. You may send up to five job search related faxes a day, including faxes to long distance numbers. The CDO will also provide free video conferencing tools should you need to set up a video interview with an out-of-area employer.
III. RECIPROCITY

For 3L\textsuperscript{1} students and alumni who are conducting a job search outside of South Florida, the CDO is able to request limited reciprocity services from the career center of an out-of-area law school, allowing students and alumni to use the career resources of another law school. Law schools are free to restrict the services available through reciprocity and can require attendance at their career center by the student or graduate. To learn more about a particular school’s reciprocity policy, please visit the individual school’s web site.

Reciprocity is extended for a period of three months from the date of approval. Each renewal is considered a new request. Reciprocity is unavailable* from August 1 to November 30, regardless of when initially requested. In the larger metropolitan areas, reciprocity may be requested at only one area school. This restriction applies to schools in New York, New Jersey, Washington D.C., Boston, Philadelphia, Chicago, Los Angeles, San Francisco and several other cities.

Requests for reciprocity must be made in writing to Maria Chisholm via e-mail at mchisholm@law.miami.edu. Please include your graduation year, home address, e-mail address and the school from which you would like to request reciprocity. The CDO will send a letter to the specified law school on your behalf requesting reciprocity. Please allow two weeks for approval of the reciprocity request. Reciprocity visitors must abide by the granting law school’s procedures. Please call ahead to ascertain convenient office hours and identify yourself on each office visit. Do not contact or visit another law school’s career center without first contacting the CDO and following the reciprocity procedure outlined above.

IV. NETWORKING

A. \textbf{INTRODUCTION}

Networking is meeting people and having them get to know you. It is the process of contacting those who can give you information about potential jobs, or can introduce you to others who can assist you with your job search. The goal of networking is to build strategic partnerships or relationships that will assist you in the future with your business and career development.

Networking is essential in any job search because it is one of the most successful ways to find a position, and the most utilized method of recruiting by most employers. Many positions are not advertised but filled through word of mouth. Since hiring someone is a risk, employers would rather interview and retain someone whom they know personally or who comes recommended by someone they trust. Advice, information and referrals are all outcomes of proper networking.

\textsuperscript{1} If you are not eligible to request reciprocity due to your year in school or the time of the year, the CDO recommends using the Intercollegiate Job Bank to access job postings from schools around the country. For more information on how to access the Intercollegiate Job Bank, please see page 3 of this guide.
and are invaluable tools for a job search. Take advantage of the possibilities and start your network.

B. DEVELOPING A NETWORK

Your network should be extremely diverse. Each contact can lead to additional, unexpected allies. To develop a network, make contact with anyone you know who may have information about a job opening, or who may know someone else with information or a lead for a job. That can encompass a wide array of people and sources including: relatives, friends, previous and current co-workers, professors, previous and current classmates, alumni from your college and law school and acquaintances from community groups.

When conducting an out-of-town job search, you should take advantage of your time spent outside of South Florida. If you will be in a geographical area that you would like to work in, reach out to contacts ahead of time to determine whether you will be able to meet with them while in town. Also, take advantage of the different forums available to you while there, such as professional and bar association events, community events and even private parties with friends, family and former classmates. Do not underestimate the value of a social function for networking purposes. It is surprising how meeting someone at a cocktail party, wedding, luncheon, dinner party or golf game can lead to a conversation and, ultimately, to an opportunity. If you attend or participate in a social activity, ask a friend or the host to introduce you to other guests. You can also introduce yourself and mingle. Start the ball rolling by engaging in small talk about what you do, and ask sincere questions about the other person’s life and career. If you sense that someone is turned off when you begin to discuss work, stop. If all goes well and you feel a mutual rapport develop, you can end the conversation by exchanging business cards or phone numbers and expressing your interest in speaking to the contact or getting together in the future. Follow up in a couple of weeks by asking the person out for lunch. For additional information, please refer to the “Networking Guide” available in the CDO or on the CDO website.

*Remember, the goal of networking is to meet people, not to ask for jobs.*

V. INFORMATIONAL INTERVIEWING

A. INTRODUCTION

Informational interviews are invaluable tools for obtaining information about career choices, learning more about an area of practice and finding a job. Informational interviewing involves gathering career information from those who already work in the target occupations, organizations and geographic locations that interest you. It is a quick mentoring session which can also lead to an actual mentoring relationship. Informational interviews are not job interviews, although they may lead to job offers.
B. **Steps to Informational Interviewing**

1. **Identify potential contacts.** Use the online Martindale-Hubbell database (http://www.martindale.com) to locate attorneys practicing in the geographical areas in which you are interested. This database is also useful in identifying UM Law alumni who can be valuable resources. Along with UM Law alumni, contact alumni from your undergraduate institutions working in the legal community. Contact your undergraduate institution’s career center for more information.

2. **Send e-mails/letters to attorneys requesting informational interviews.** Send your résumé with your e-mail/letter. Your letter should be brief and explain the connection you have with the attorney, such as sharing a law school alma mater. State your interests, and why you are contacting them. Request a brief informational interview at their convenience. Acknowledge that you are sending a resume for informational purposes only and end the e-mail/letter by stating that you will follow up with a phone call. The CDO’s “Cover Letter and Thank You Letter Guide” contains samples of networking letters for your reference and may be accessed online or in the CDO.

3. **Follow up with a telephone call about a week after sending the e-mail/letter.** Reiterate your interest in a brief informational interview, and stress that you are not asking for a job from the contact. Be open to either a phone or an in-person interview. If the person declines the opportunity to meet with you, simply thank him/her for the time and move on to the next call. If you are granted an informational interview, prepare for it by researching the person you are meeting with and his or her employer.

4. **During the informational interview, ask relevant questions.** Follow the same protocol as with a job interview by being polite, punctual and, if it is an in-person interview, well-dressed. Be prepared to lead the interview by asking questions. If you meet during a meal, you should offer, and be prepared, to pay. If the interviewee insists on paying, thank them politely for doing so.

5. **Ask for other contacts.** At the end of the interview, ask for the names of other people that may be able to help you. Get permission to use the interviewee’s name when you contact those new referrals.

6. **Thank the contact.** Send a thank you letter letting your contacts know how much you appreciate their time and advice. If they provided you with other contacts, let them know how you are following up with them. You should keep in touch with your contacts during the rest of your job search. Once you are gainfully employed, send a letter to the contact telling them about your success and giving them some of the credit.
VI. OUT-OF-TOWN JOB SEARCH TIMELINES

While the CDO strives to include as many opportunities as possible, these timelines should not be viewed as a complete list of opportunities. Students should keep abreast of information through the CDO’s channels of communication and by meeting with their CDO advisor.

A. JOB SEARCH TIMELINE (1L)

November

☐ Meet with your CDO advisor to identify the geographic areas where you would like to work. Also begin discussing how to develop your network in those markets.

☐ If you would like to interview with employers in the market you will be visiting over winter break, talk with your advisor about researching that legal market and applying to employers in those areas.

☐ Prepare your resume and cover letter for prospective employers. For information on preparing a resume and cover letter, review the CDO’s Resume Guide and Cover Letter and Thank You Letter Guide and ask your advisor to review your materials. Your cover letters should highlight any connection to, or interest in, the markets to which you are applying. If applicable, your cover letter should inform the reader that you will be in the area during your winter break.

☐ Prepare networking/informational interview letters to send to contacts so that you can begin to network over winter break. Your contacts should include friends, family, undergraduate alumni, law school alumni and anybody else that may be able to help you with your job search. Again, your letter should detail your connection to, or interest in, that particular market. If applicable, mention whether you will be in the area during your winter break.

☐ Obtain the latest version of the Government Honors and Internship Handbook (available online by asking your CDO advisor for log-in information) to determine government opportunities you may be interested in. Note any upcoming application deadlines. Speak with your advisor on how to identify other government opportunities in your preferred geographic area.


☐ Attend the 1L Judicial Internship Information Session in early November to learn about the timeline and procedure for applying for internships with state and federal court judges.

☐ Attend the Speed Networking Reception in the Student Lounge.
December

- If interested in applying to large law firms, applications may be sent starting December 1st. Use http://www.nalpdirectory.com/ to identify firms in your geographic area that will be accepting 1L applications.
- Begin applying to federal judges for summer judicial internships. Prepare application materials and have your advisor review them.
- While home, tap into your personal network of contacts (family, friends, undergraduate alumni) to learn about the legal market in that area, as well as potential opportunities.
- Inquire about membership in local and state bar associations and other organizations. This allows you to attend events, receive newsletters and provides access to membership directories. Include your membership on your resume which provides you with yet another connection to a particular market. If an event is taking place while you are in the area, make plans to attend and network with local attorneys.

January

- Attend a CDO workshop to learn more about the different opportunities available to you this summer.
- Continue to apply to federal government agencies. Speak with your advisor about how to identify federal government opportunities in your preferred geographic area. Consult the Government Honors and Internship Handbook (available online) for more information on opportunities with the federal government.
- Continue applying to federal judges for summer judicial internships.
- Follow up with any employers or contacts you met with during winter break.
- Begin researching summer fellowship opportunities so you do not miss any deadlines.
- Begin researching summer internship opportunities with public interest organizations in your preferred geographic area. Note application deadlines.
- If you are interested in securing your own placement for the Summer Externship Program, begin identifying and applying to qualifying employers.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Research and identify small and mid-sized firms that you would like to apply to for summer opportunities. At this time of the year, generally, small and mid-sized firms will begin accepting applications for the summer. Prepare application materials and have your advisor review them.
- Read the Spring Recruiting Student Handbook to prepare for Spring On Campus Interview (“OCI”) bidding. The Spring Recruiting Program contains summer opportunities. Bidding takes place throughout the spring semester. Also review participating Resume Referral and Direct Contact employers. Bidding takes place from late February-early March.
**February**

- If participating in Spring OCI, attend an Information and Symplicity Training session.
- Bid for Spring OCI employers.
- Begin, or continue to apply to, law firms. If you will be in their area over spring break, mention that in your cover letter.
- Contact employers to whom you applied and/or interviewed with to follow up.
- Research and begin applying to local and state government agencies such as state/district attorney’s, public defender’s and attorney general’s offices.
- Apply to the Summer Florida Supreme Court Internship Program for Distinguished Florida Law Students.
- Begin applying to state court judges and continue applying to federal court judges for summer judicial internships.
- If you are interested in securing your own placement for the Summer Externship Program, begin identifying and applying to qualifying employers.
- Continue to research and apply for summer internships with public interest organizations in your preferred geographic area.

**March**

- Attend the CDO’s Informational Career Fair to talk with attorneys about different practice areas.
- Bid for Spring OCI employers.
- You may start to apply for Summer Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.
- Sign up for a mock interview with an advisor to brush up on your interviewing skills.
- Continue to apply to local and state government agencies.
- Continue applying to federal and state court judges for summer judicial internships.
- Regularly check Symplicity for opportunities.
- Participate in the 1L Progressive Luncheon, as it is a great way to network.
- Start to check out deadlines for different job fairs taking place in the summer and fall. Visit the CDO website for up-to-date information.

**April**

- Attend a mandatory OCI Orientation meeting if you plan to participate in the Fall OCI Program.
- If you plan to participate in the Southeastern Law Placement Consortium (“SELPC”), the Southeastern Minority Job Fair (“SEMJF”), the Los Angeles Interview Program (“LAIP”) or the Washington DC Interview Program, please submit a Job Fair Pre-Registration form to the CDO.
- You may continue to apply for Summer Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- If your search for a summer position is ongoing, meet with your advisor to discuss
options.

☐ Apply to the Fall Florida Supreme Court Internship Program for Distinguished Florida Law Students.

**May**

☐ Meet with your advisor to discuss preparing a job search plan for the upcoming fall. Also discuss a networking plan for the summer. Summer is a great time to get out in the community and network with those in the legal field.

☐ Begin applying to federal and state court judges for fall judicial internships.

☐ Continue to check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.

☐ You may continue to apply for Summer Externship Placements through the CDO or continue to secure your own placement with a qualifying employer. Students should be registered for the Summer Externship Program by May 25th.

☐ Before leaving campus for the summer, prepare electronic copies of your materials (resume, cover letter, transcript, writing sample and references) so that you can register for OCI in July.

**June**

☐ Continue applying to federal and state court judges for fall judicial internships.

☐ Update your resume to reflect your current summer position. Have your advisor review your resume and cover letter in anticipation of Fall OCI and other deadlines.

☐ Upload your updated resume and other materials onto Symplicity in anticipation of the Fall OCI Phase I deadline in July.

☐ If you are interested in securing your own placement for the Fall Externship Program, begin identifying and applying to qualifying employers.

☐ Secure letters of recommendations and/or references from your current employer.

**B. JOB SEARCH TIMELINE (2L)**

**July**

☐ Read the Fall Recruiting Student Handbook to prepare for Fall OCI Phase I bidding.

☐ Bid for Fall OCI Phase I employers.


☐ Although they may change from year to year, the deadlines for the ABA Career Fair and Annual Meeting, the Boston Lawyers Group Job Fair, the IMPACT Legal Recruitment Program, the National Black Law Students Association Southern Regional Job Fair and the Virginia Bar Association Diversity Job Fair are generally in July. Check with your CDO advisor regarding any job fairs you may interested in.

☐ Apply to the United States Department of Justice Attorney General’s Summer Law Intern Program. Applications are accepted online.
☐ Research and identify NALP employers not participating in Fall OCI that you would like to apply to. At this time of the year, generally large firms, as well as some boutique firms, will be accepting applications for the following summer. Prepare application materials and have your advisor review them.

☐ You may start to apply for Fall Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.


☐ Continue applying to federal and state court judges for fall judicial internships.

August

☐ Deadline to participate in the Fall Externship Program is in early August (students must be registered by the first day of the fall semester).

☐ Apply to the CDO’s Eleventh Judicial Circuit Court Internship Program. Applications available in mid-August for fall placements.

☐ Apply to the United States Department of Homeland Security Summer Law Internship Program. Applications are accepted online beginning in August.

☐ Deadline to register for the Lavender Law Career Fair.

☐ Sign up for a mock interview through the Mock Interview Program.

☐ Bid for Fall OCI Phase II employers.

☐ Obtain the latest version of the Government Honors and Internship Handbook (available online) to determine any government opportunities you may be interested in. Note any fall semester deadlines.

☐ Begin applying to federal judges for spring judicial internships.

September

☐ Bid for Fall OCI Phase II employers.

☐ Deadline to apply to the United States Department of Justice Summer Law Intern Program is in early September.

☐ Research and identify mid and large-sized firms not participating in Fall OCI that you would like to apply to. At this time of the year, generally large sized firms, as well as some boutique firms, will be accepting applications for the following summer. Prepare application materials and have your advisor review them.

☐ Apply to the Spring Florida Supreme Court Internship Program for Distinguished Florida Law Students.

☐ Begin applying to state judges and continue applying to federal judges for spring judicial internships.
**October/November**

- You may begin applying for Spring Externship Placements through the CDO or secure your own placement with a qualifying employer.
- Apply to the Florida Bar Legal Services Summer Fellowship Program. Applications will be available in the CDO late in the fall semester.
- Continue applying to federal and state court judges for spring judicial internships.

**December**

- Over winter break, tap into your personal network of contacts (family, friends, undergraduate alumni) to learn more about the legal market in your area, as well as potential summer opportunities.
- Inquire about membership into local and state bar associations and other related organizations. Membership in such organizations allows you to attend events, receive newsletters and other mailings, and provides access to membership directories. Plan to attend events and network with attorneys.
- You may continue to apply for Spring Externship Placements through the CDO or secure your own placement with a qualifying employer.
- Apply to federal judges for summer judicial internships.

**January**

- Deadline to participate in the Spring Externship Program is in early January (students must be registered by the first day of the spring semester).
- Review the Government Honors and Internship Handbook (available online) for any federal or state government spring semester deadlines.
- Follow up with any employers or contacts you met with during winter break.
- Begin researching fellowship opportunities so you do not miss any deadlines.
- Apply to the CDO’s Eleventh Judicial Circuit Court Internship Program. Applications available in mid-January for spring placements.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Research and identify small and mid-sized firms that you would like to apply to. At this time of the year, generally, small and mid-sized firms will begin accepting applications for the summer. Prepare application materials and have your advisor review them.
- Read the Spring Recruiting Student Handbook to prepare for Spring OCI bidding. Bidding takes place throughout the spring semester for summer opportunities.
- Deadline to participate in the Spring Externship Program.
- If you are interested in securing your own placement for the Summer Externship Program, begin identifying and applying to qualifying employers.
- Continue applying to federal judges for summer judicial internships.
**February**

- Begin or continue to apply to law firms.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Follow up with employers to whom you applied and/or with whom you interviewed.
- Begin applying to state judges and continue applying to federal judges for summer judicial opportunities.
- Bid for Spring OCI employers.
- If you are interested in securing your own placement for the Summer Externship Program, begin identifying and applying to qualifying employers.
- Begin applying to state judges and continue applying to federal judges for summer judicial opportunities.
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- If you are interested in securing your own placement for the Summer Externship Program, begin identifying and applying to qualifying employers.
- Begin applying to state judges and continue applying to federal judges for summer judicial opportunities.
- Bid for Spring OCI employers.
- If you are interested in securing your own placement for the Summer Externship Program, begin identifying and applying to qualifying employers.
- You may start to apply for Summer Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.
- Sign up for a mock interview with an advisor to brush up on your interviewing skills.
- If you have not already done so, apply to state court judges.
- Continue applying to state and federal court judges for summer judicial internships.
- Begin researching deadlines for post-graduate judicial clerkships with state court judges.

**March**

- Attend the CDO’s Informational Career Fair to talk with attorneys about different practice areas.
- Deadline to register for the Patent Law Interview Program in Chicago, Illinois.
- Bid for Spring OCI employers.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- You may start to apply for Summer Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.
- Sign up for a mock interview with an advisor to brush up on your interviewing skills.
- If you have not already done so, apply to state court judges.
- Continue applying to state and federal court judges for summer judicial internships.
- Begin researching deadlines for post-graduate judicial clerkships with state court judges.

**April**

- If you plan to participate in the Southeastern Law Placement Consortium (“SELP”) or the Southeastern Minority Job Fair (“SEMIF”), the Los Angeles Interview Program (“LAIP”) or the Washington DC Interview Program, please submit a Job Fair Pre-Registration form to the CDO.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- You may continue to apply for Summer Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.
Apply to the Fall Florida Supreme Court Internship Program for Distinguished Florida Law Students.
Continue applying to state and federal court judges for summer judicial internships.
Begin preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.

**May**

- Continue to check Symplicity for opportunities with law firms, government agencies, public interest organizations, and the judiciary.
- Meet with your advisor to discuss preparing a job search plan for the upcoming fall. Also discuss a networking plan for the summer. Summer is a great time to get out in the community and network with those in the legal field.
- Before leaving campus for the summer, prepare electronic copies of your materials (resume, cover letter, transcript, writing sample and references) so that you can register for OCI in July.
- Deadline to register for the Southeastern Intellectual Property Job Fair in Atlanta, Georgia.
- You may continue to apply for Summer Externship Placements through the CDO or continue to secure your own placement with a qualifying employer. Students should be registered for the Summer Externship Program by May 25th.
- If your search for a summer position is ongoing, meet with your advisor to talk about your options.
- Begin applying to federal judges for fall judicial clerkships.
- Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.

**June**

- Begin applying to state court judges and continue applying to federal court judges for fall judicial internships.
- Continue preparing and mailing out (if applicable) federal and state court judicial clerkship application materials.
- Update your resume to reflect your current summer position. Have your advisor review your resume and cover letter in anticipation of Fall OCI and other deadlines.
- Upload your updated resume and other materials onto Symplicity in anticipation of the Fall OCI Phase I deadline in July.
- If you are interested in securing your own placement for the Fall Externship Program, begin identifying and applying to qualifying employers.
- Secure letters of recommendations and/or references from your current employer.
- Deadline to register for the Heartland Diversity Legal Job Fair, in Kansas City, Missouri.
C. **Job Search Timeline (3L)**

**July**

- Read the Fall Recruiting Student Handbook to prepare for Fall OCI Phase I bidding.
- Review the participating Phase I employers to see which are interviewing 3Ls and bid.
- Deadline to register for the Rocky Mountain Diversity Career Fair in Denver, Colorado.
- Apply to the United States Department of Justice Attorney General’s Honors Program. Applications are accepted online.
- Apply to the United States Nuclear Regulatory Commission Honor Law Graduate Program. Applications are accepted starting in July.
- Begin researching post-graduate fellowship opportunities so you do not miss any deadlines.
- Apply for an Equal Justice Works (“EJW”) Fellowship. Applications will be available on the EJW website (http://www.equaljusticeworks.org/) starting in July and are usually due in September.
- Research and identify NALP employers not participating in Fall OCI that you would like to apply to. At this time of the year, generally large firms, as well as some boutique firms, will be accepting applications for associate positions. Prepare application materials and have your advisor review them.
- You may start to apply for Fall Externship Placements through the CDO or continue to secure your own placement with a qualifying employer.
- Continue applying to state and federal court judges for fall judicial internships.
- Continue preparing and mailing out (if applicable) federal and state court judicial clerkship application materials.

**August**

- Deadline to participate in the Fall Externship Program is in early August (students must be registered by the first day of the fall semester).
- To gain additional legal experience before graduation, apply to the CDO’s Eleventh Judicial Circuit Court Internship Program. Applications available in mid-August for fall placements.
- Apply to the United States Department of Homeland Security Honors Program. Applications are accepted online beginning in August.
- Sign up for a mock interview through the Mock Interview Program.
- Bid for Fall OCI Phase II employers.
Obtain the latest version of the *Government Honors and Internship Handbook* (available online) to determine any government opportunities you may be interested in. Note any fall semester deadlines.

To gain additional legal experience before graduation, apply to federal judges for spring judicial internships.

Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.

If you have not already done so, determine where you plan to take the Bar Examination and complete your application.

### September

- Bid for Fall OCI Phase II employers.
- Deadline to apply to the United States Department of Justice Attorney General’s Honors Program.
- Research and identify mid and large-sized firms not participating in Fall OCI that you would like to apply to. At this time of the year, generally large sized firms, as well as some boutique firms, will be accepting applications for associate positions. Prepare application materials and have your advisor review them.
- Apply to the Spring Florida Supreme Court Internship Program for Distinguished Florida Law Students.
- Research application requirements and deadlines for attorney positions with local and state government agencies such as state/district attorney’s offices, public defender’s offices and attorney general’s offices.
- Begin exploring post-graduate opportunities with public interest organizations.
- If you are considering an LL.M., begin researching schools’ programs, application requirements and deadlines.
- Begin applying to state judges and continue applying to federal judges for spring judicial internships.
- Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials. Federal court application kickoff date is the day after Labor Day.
- Apply for a Skadden Fellowship, sponsored by the law firm of Skadden, Arps, Slate, Meagher & Flom. Applications are generally due in early October. For more information, see [http://www.skaddenfellowships.org](http://www.skaddenfellowships.org).
- Meet with your advisor to discuss preparing a job search plan. Also, discuss a networking plan to get out in the community and network with those in the legal field.

### October/November

- You may begin applying for Spring Externship Placements through the CDO or secure your own placement with a qualifying employer.
- Apply to The Supreme Court Fellows Program. The application deadline is usually in November. For more information, visit [http://www.supremecourt.gov/fellows/Default.aspx](http://www.supremecourt.gov/fellows/Default.aspx).
- Apply to the Presidential Management Fellows (“PMF”) Program. Application
deadline is generally in early October. For more information, contact Karen Warren in the CDO.

☐ Apply for a Fried, Frank, Harris, Shriver & Jacobson Fellowship. Applications are generally due in early November. For more information, see http://www.friedfrank.com/.

☐ Deadline to apply to the United States Department of Homeland Security Honors Program is October 1st.

☐ Reach out to contacts you have made and set up informational interviews for November and December.

☐ Continue applying to state and federal judges for spring judicial internships.

☐ Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.

December

☐ Over winter break, continue to tap into your personal network of contacts (family, friends, undergraduate alumni) to learn more about the legal market in the area you want to live, as well as potential post-graduate opportunities.

☐ Inquire about membership into local and state bar associations and other related organizations. Membership in such organizations allows you to attend events, receive newsletters and other mailings, and provides access to membership directories. Plan to attend events and network with attorneys.

☐ You may continue to apply for Spring Externship Placements through the CDO or secure your own placement with a qualifying employer.

☐ Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.

January

☐ Deadline to participate in the Spring Externship Program is in early January (students must be registered by the first day of the spring semester).

☐ Review the Government Honors and Internship Handbook (available online for any federal or state government spring semester deadlines).

☐ Follow up with any employers or contacts you met with during winter break.

☐ To gain additional legal experience before graduation, apply to the CDO’s Eleventh Judicial Circuit Court Internship Program (applications available in mid-January for spring placements) or to the Spring Externship Program.

☐ Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.

☐ Research and identify small and mid-sized firms that you would like to apply to. At this time of the year, generally, small and mid-sized firms will begin accepting applications for associate positions. Prepare application materials and have your advisor review them.

☐ Read the Spring Recruiting Student Handbook to prepare for Spring OCI bidding. Bidding takes place throughout the spring semester.
Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.

**February**

- Begin or continue to apply to law firms.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- For out-of-town opportunities, visit the *Intercollegiate Job Bank* to view job postings from law schools across the country.
- Follow up with employers to whom you applied and/or with whom you interviewed.
- Bid for Spring OCI employers.
- Attend the Judicial Clerkships Kickoff Reception.
- Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.

**March**

- Attend the CDO’s Informational Career Fair to talk with attorneys about different practice areas.
- For out-of-town opportunities, visit the *Intercollegiate Job Bank* to view job postings from law schools across the country.
- Bid for Spring OCI employers.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Sign up for a mock interview with an advisor to brush up on your interviewing skills.
- Reach out to contacts you have made and set up informational interviews for April and May.
- Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.

**April**

- If you plan to participate in the Southeastern Minority Job Fair (“SEMIF”), please submit a Job Fair Pre-Registration form to the CDO.
- For out-of-town opportunities, visit the *Intercollegiate Job Bank* to view job postings from law schools across the country.
- Regularly check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.
- Meet with your advisor to discuss preparing a job search plan. Discuss a networking plan to get out in the community and network with those in the legal field.
- Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.
May

☐ Continue to check Symplicity for opportunities with law firms, government agencies, public interest organizations and the judiciary.

☐ Request Reciprocity from a law school in the geographic area you are interested in practicing. As many schools require you to visit their campus in order to use their services, you will want to coordinate reciprocity with a school in the area you will be in while studying for the bar exam. To learn more about a particular school’s reciprocity policy, please visit the individual school’s website.

☐ For out-of-town opportunities, visit the Intercollegiate Job Bank to view job postings from law schools across the country.

☐ If your search for a post-graduate position is ongoing, meet with your advisor to talk about your options.

☐ Continue preparing and mailing out (if applicable) federal and state court post-graduate judicial clerkship application materials.

☐ Complete the CDO’s “Graduate Employment Survey” with information about your post-graduate plans or job search.

After Graduation

☐ Keep in contact with the CDO for assistance with your job search after graduation.

☐ Continue to check Symplicity for opportunities with law firms, government agencies, public interest organizations, and the judiciary.

☐ Continue to make contacts in the legal community and network with attorneys.
VII. JOB FAIRS

A. INFORMATION

UM Law participates in numerous job fairs with other law schools and organizations. These programs give students increased access to a broad range of employers, and help accommodate employers unable to travel to UM Law for on-campus interviews. Students interested in receiving exposure to employers outside of Florida should consider attending job fairs. Some job fairs require you to register and apply through the CDO, while others allow you to apply directly to the job fair.

All job fairs have strict deadlines that must be adhered to. Please review the job fairs available to you and make note of any deadlines so that you do not miss any opportunities.

A NOTE ABOUT PRE-REGISTRATION

For many of the job fairs that require you to apply through the CDO, you will be required to pre-register with the CDO in order to receive important information, including participating employers and deadlines. Pre-registration does not mean that you are committing to participation and attendance at the job fair. Rather, pre-registration simply means that you are interested in receiving materials about the job fair and are considering applying.

To pre-register to receive job fair information, please submit a pre-registration form to the CDO. Pre-registration forms are available in April, and the deadline to submit your form is at the end of April.

B. JOB FAIRS

1. **ABA Career Fair and Annual Meeting:**
   Open to 2L and 3L students. Students must register for the annual meeting to participate in the Career Fair. For more information, please visit [http://www.americanbar.org/groups/law_students.html](http://www.americanbar.org/groups/law_students.html) or contact the CDO.

2. **Bay Area Diversity Career Fair:**
   Open to rising 2L students. For more information, please visit [http://www.sfbar.org/jdc/diversity/diversity-programs/career-fair.aspx](http://www.sfbar.org/jdc/diversity/diversity-programs/career-fair.aspx) or contact the CDO.

3. **Black Law Students Association Southern Regional Job Fair:**
   Six regional job fairs are held annually and are open to rising 2Ls and 3Ls. For more information, please visit [http://www.nblsa.org](http://www.nblsa.org) or contact the CDO.
4. **The Boston Lawyers Group Job Fairs:**
Open to rising 2Ls and 3Ls of color interested in working in Boston. There is a networking reception the evening before each job fair. There is a reception the evening before each job fair which students are strongly encouraged to attend. For more information, please visit [http://www.thebostonlawyersgroup.com/](http://www.thebostonlawyersgroup.com/).

5. **The Delaware Minority Job Fair:**
Open to rising 2Ls and 3Ls. The purpose of this job fair is to increase diversity in the Delaware bar. For more information, please contact the CDO.

6. **Equal Justice Works Career Fair and Conference:**
Open to rising 2Ls, 3Ls and alumni, this program is the largest event of its kind in the country, and typically brings together over 200 public interest employers and over 1000 students. For more information, please visit [http://www.equaljusticeworks.org/law-school/conference-and-careerfair](http://www.equaljusticeworks.org/law-school/conference-and-careerfair) or contact the CDO.

7. **Florida Bar Solo and Small Firm Conference and Interview Program:**
Open to all students and recent graduates interested in interviewing with small firms in Florida. The location varies by year. For more information, contact the CDO.

8. **Florida Public Defender Association Career Fair:**
Open to rising 3Ls, recent graduates and attorneys interested in a law career in public service. For more information, contact the CDO.

9. **Heartland Diversity Legal Job Fair:**
Open to rising 2Ls, 3Ls and recent graduates. Designed to expose diverse law students to traditional and non-traditional legal employers. Law firms and legal organizations come together to encourage students to make Kansas City their first choice. For more information, please visit [http://www.heartlanddiversity.org](http://www.heartlanddiversity.org) or contact the CDO.

10. **Hispanic National Bar Association Career Fair:**
Open to rising 2Ls, 3Ls and recent graduates. Designed to expose diverse law students to traditional and non-traditional legal employers. For more information, please For more information, please visit [http://www.hnba.com/](http://www.hnba.com/) or contact the CDO.

11. **Indianapolis Bar Association Diversity Job Fair:**
Open to 2L students graduating in 2017 who represent all aspects of diversity and are looking for a one-of-a-kind legal community in a Midwestern city. A scholarship opportunity is available. For more information, contact the CDO.
12. **Lavender Law Career Fair:**
   Open to rising 2L and 3L lesbian, gay, bisexual and transgender students and features firms and public organizations from all over the country. For more information, visit [http://lgbtbar.org/annual/career-fair/](http://lgbtbar.org/annual/career-fair/) or contact the CDO.

13. **Los Angeles Interview Program (LAIP):**
   Open to rising 2Ls and 3Ls. Students must pre-register with the CDO in April in order to receive information about this job fair. For more information, please contact the CDO.

14. **Louisiana State Bar Association Minority Involvement Section's Annual Job Fair:**
   The Section hosts an annual Minority Job Fair in the fall, a Legal Internship Fair in the spring, a mentoring program for law school students, and many other activities. For more information, contact the CDO.

15. **Minnesota Minority Recruitment Conference:**
   Open to rising 2Ls and 3Ls interested in interviewing with the largest legal employers in the Minneapolis/St. Paul area. For more information, please visit [http://www.diversityinpractice.org/](http://www.diversityinpractice.org/) or contact the CDO.

16. **The National Black Prosecutors Association Job Fair:**
   Open to rising 2Ls, 3Ls and graduates. For more information, please visit [http://www.blackprosecutors.org/](http://www.blackprosecutors.org/) or contact the CDO.

17. **Northwest Minority Job Fair:**
   Open to rising 2Ls and 3Ls. Fosters access to employment opportunities for historically underrepresented persons in the practice of law and to provide a networking forum. For more information, contact the CDO.

18. **NYU International Student Interview Program:**
   Open to foreign-trained attorneys enrolled in U.S. LL.M. programs. For more information, please visit [http://www.law.nyu.edu/isip/](http://www.law.nyu.edu/isip/) or contact the CDO.

19. **Patent Law Interview Program:**
   Open to rising 2Ls and 3Ls. Most participating employers require that students be eligible for, or have passed, the patent bar examination. For more information, please visit [http://www.luc.edu/law/career/patent.html](http://www.luc.edu/law/career/patent.html) or contact the CDO.

20. **Rocky Mountain Diversity Legal Career Fair (‘RMDLCF’):**
   Open to rising 2Ls, 3Ls and recent graduates. Legal employers attending the RMDLCF seek to hire law students and recent graduates from culturally diverse backgrounds that have been traditionally underrepresented in the practice of law in the Rocky Mountain region. These include law students and recent graduates who are ethnic or racial minorities and/or gay or lesbian. For more information, please visit [http://www.rmdlcf.com](http://www.rmdlcf.com) or contact the CDO.
21. **Southeastern Intellectual Property Job Fair (“SIPJF”):**
Open to rising 2Ls and 3Ls interested in practicing intellectual property law. For more information, please visit http://sipjf.law.gsu.edu/ or contact the CDO.

22. **Southeastern Law Placement Consortium (“SELPC”):**
Open to rising 2Ls and 3Ls. This job fair features employers from around the country. Students must pre-register with the CDO in April in order to receive information about this job fair. For more information, please visit http://www.selpc.org/ or contact the CDO.

23. **Southeastern Minority Job Fair (“SEMJF”):**
Open to rising 2Ls, 3Ls and recent graduates, this is one of the largest job fairs in the country. Students must pre-register with the CDO in April in order to receive information about this job fair. For more information, please visit contact the CDO.

24. **Tri State Diversity Recruitment Program:**
Open to rising 2Ls and 3Ls interested in interviewing with law firms and corporations in the Kentucky, Ohio and Indiana region. For more information, please visit or contact the CDO.

25. **Vault/MCCA Legal Diversity Career Fair:**
Open to rising 2Ls, 3Ls and graduates. For more information, please visit http://vaultcom.wix.com/ldcf or contact the CDO. (Not available for 2014)

26. **Virginia Bar Association Diversity Job Fair:**
Open to rising 2Ls and 3Ls interested in practicing in Virginia. For more information, please contact the CDO.

27. **Washington D.C. Interview Program (WDCIP):**
Open to rising 2Ls and 3Ls. Students must pre-register with the CDO in April in order to receive information about this job fair. For more information, contact the CDO.
VIII. OUT-OF-TOWN JOB SEARCH ONLINE RESOURCES
(Some websites are password protected. Please contact your advisor for login information.)

A. EMPLOYER DIRECTORIES

Avvo - http://www.avvo.com/
Chambers Associate – http://www.chambers-associate.com/
Legal Information Institute (LII) - http://topics.law.cornell.edu/wex

B. FEDERAL GOVERNMENT & PUBLIC POLICY

The Hill - http://thehill.com/
Leadership Directories – http://www.leadershipdirectories.com
Go Government – http://gogovernment.org/
Opportunities in Public Affairs – http://www.opajobs.com/
Roll Call Jobs - http://www.rcjobs.com/home/index.cfm?site_id=11641

C. SELECTED FEDERAL AGENCIES

Central Intelligence Agency - https://www.cia.gov/index.html
Commerce - http://www.commerce.gov/
Education – http://www.ed.gov/
Energy – http://www.doe.gov/
Environmental Protection Agency – http://www.epa.gov/
Federal Aviation Administration – http://www.faa.gov/
Federal Bureau of Investigation – http://www.fbi.gov/
D. STATE & LOCAL GOVERNMENT

1. General

Public Defenders by State
National Association of Attorneys General – http://www.naag.org/

2. State Legislature

State Local Government on the Net – http://www.statelocalgov.net/50states-legislature.cfm (directory of state legislatures)

3. State & Local Government Employers for Select Cities

a. Atlanta, Georgia
Office of the Fulton County District Attorney
http://atlantada.org/
Prosecuting Attorneys’ Council of Georgia
http://www.pacga.org/
City of Atlanta: Department of Law
Office of the Attorney General of Georgia
http://law.ga.gov/

Fulton County: Office of the County Attorney
http://www.fultoncountyga.gov/ca-welcome2

Georgia Public Defender Standards Council
http://www.gpdsc.com/

City of Atlanta: Public Defender Services

The Office of Public Defender, Atlanta Judicial Circuit (formerly the Fulton County Public Defender Office)
http://www.fultoncountyga.gov/fcpubd-about

City of Atlanta Online
http://www.atlantaga.gov/

b. Austin, Texas

Travis County District Attorney’s Office
http://www.traviscountyda.com/

Travis County Juvenile Public Defender
http://www.co.travis.tx.us/juvenile_public_defender/default.asp

Travis County Mental Health Public Defender Office
http://www.co.travis.tx.us/criminal_justice/mental_health_public_defender/default.asp

Travis County Attorney’s Office
http://www.co.travis.tx.us/county_attorney/default.asp

City of Austin, Law Department
http://www.austintexas.gov/department/law

Attorney General of Texas
https://www.oag.state.tx.us/

Western District of Texas: Office of the Federal Public Defender
http://txw.fd.org/

Texas General Land Office
http://www.glo.texas.gov/

Texas Department of Agriculture
http://texasagriculture.gov/

c. Boston, Massachusetts

Suffolk County District Attorney’s Office
http://www.suffolkdistrictattorney.com/

Norfolk District Attorney’s Office
http://www.mass.gov/da/norfolk/

Middlesex District Attorney’s Office
http://middlesexda.com/

Essex District Attorney’s Office
http://www.mass.gov/essexda/

Committee for Public Counsel Services - Public Defender Division
City of Boston Law Department
http://www.cityofboston.gov/law

Federal Public Defender Office, Districts of Massachusetts, New Hampshire & Rhode Island
http://bostondefender.org/

Office of the Attorney General Commonwealth of Massachusetts
http://www.mass.gov/ago/

Massachusetts Office of Public Collaboration
http://www.umb.edu/mopc

City of Boston Official Website
http://www.cityofboston.gov/

d. Charlotte, North Carolina
Mecklenburg County Public Defender’s Office
http://www.nccourts.org/County/Mecklenburg/Staff/Defender.asp
City of Charlotte, Office of the City Attorney
http://charmeeck.org/city/charlotte/Attorney-City/Pages/default.aspx
North Carolina Conference of District Attorneys
http://www.ncdistrictattorney.org/

e. Chicago, Illinois
Office of the Illinois Attorney General
http://www.illinoisattorneygeneral.gov/
Office of the Cook County Public Guardian
http://www.publicguardian.org/
Law Office of the Cook County Public Defender
City of Chicago, Department of Law
Cook County State’s Attorney’s Office
http://www.statesattorney.org/

f. Cleveland, Ohio
Office of the Prosecuting Attorney, Cuyahoga County
Cuyahoga County, Office of the Public Defender
http://www.publicdefender.cuyahogacounty.us/
City of Cleveland, Department of Law
http://www.city.cleveland.oh.us/portal/page/portal/CityofCleveland/Home/Government/CityAgencies/Law
City of Cleveland: Department of Law – Civil & Criminal Divisions
http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/Law/Agencies
Ohio Attorney General’s Office
http://www.ohioattorneygeneral.gov/
Office of the Federal Public Defender, Northern District of Ohio
http://www.fpd-ohn.org/

f. Dallas, Texas
Dallas County District Attorney’s Office
http://www.dallasda.co/webdev/
Dallas County Public Defender
http://www.dallascounty.org/department/pubdefender/pubdef.php
Dallas City Attorney
http://www.dallascityattorney.com
Dallas City Hall
http://www.dallascityhall.com

g. Denver, Colorado
Office of the Colorado State Public Defender
http://pdweb.coloradodefenders.us/
The Denver District Attorney’s Office
http://www.denverda.org/
Denver City Attorney’s Office

h. Detroit, Michigan
Wayne County Prosecutor
http://www.waynecounty.com/prosecutor/
Michigan State Appellate Defender Office and Criminal Defense Resource Center
http://www.sado.org/
Wayne County Corporation Counsel (equivalent to County Attorney)
http://www.waynecounty.com/corp counsel/index.htm

i. Houston, Texas
City of Houston Legal Department
http://www.houstontx.gov/legal/
Office of District Attorney, Harris County Texas
http://app.dao.hctx.net/
Office of the Harris County Attorney
http://www.co.harris.tx.us/coatty/

j. Kansas City, Missouri
Missouri State Public Defender
http://www.publicdefender.mo.gov
Missouri Attorney General
https://www.ago.mo.gov/
Jackson County Prosecutor  
http://www.jacksongov.org/prosecutor/  
Kansas City Prosecutor’s Office  
http://kcmo.gov/law/city-prosecutors-office/  
Kansas City City Attorney’s Office  
http://kcmo.gov/law/  

k. Los Angeles, California  
Los Angeles County District Attorney’s Office  
http://da.co.la.ca.us  
Law Office of the Los Angeles County Public Defender  
http://pd.co.la.ca.us/  
Los Angeles City Attorney’s Office  
http://www.atty.lacity.org/index.htm  
State of California Department of Justice, Office of the Attorney General  
http://oag.ca.gov/  
The Official Website of the City of Los Angeles  
http://www.lacity.org/index.htm

l. Minneapolis/St. Paul, Minnesota  
Hennepin County Attorney’s Office  
http://www.hennepinattorney.org/  
Ramsey County Attorney’s Office  
http://www.co.ramsey.mn.us/Attorney/index.htm  
State of Minnesota Board of Public Defense (Minneapolis)  
http://www.pubdef.state.mn.us/  
Hennepin County Public Defender, 4th Judicial District  
http://www.co.hennepin.mn.us/portal/site/HennepinUS/menuitem.b1ab75471750eb40fa01d764f06498/?vgnextoid=74751459e6954210VgnVCM10000049114689RCRD  
Office of the Minnesota Attorney General  
http://www.ag.state.mn.us/  
St. Paul City Attorney’s Office  
Minneapolis City Attorney’s Office  
http://www.ci.minneapolis.mn.us/attorney/  

m. Nashville, Tennessee  
District Attorney General, Metropolitan Nashville & Davidson County  
http://da.nashville.gov/portal/page/portal/da/home/  
Public Defender, Metropolitan Nashville & Davidson County  
http://publicdefender.nashville.gov/  
Metropolitan Government of Nashville Department of Law  
Office of the Attorney General and Reporter  
http://www.tn.gov/attorneygeneral/
n. New Orleans, Louisiana
Orleans Parish District Attorney
http://orleansda.com/
Southeast Louisiana Legal Services
http://sites.lawhelp.org/program/585/programresources.cfm?pagename=Program%20Resources
Orleans Public Defenders
http://www.opdla.org/
The Justice Center
http://www.thejusticecenter.org/
The Capital Appeals Project
http://www.thejusticecenter.org/cap.php
The Capital Post-Conviction Project of Louisiana, LA Public Defender Board
http://lpdb.la.gov/Serving%20The%20Public/Programs/Capital%20Post%20Conviction%20Project%20of%20Louisiana.php

o. New York, New York
The NY State Office of the Attorney General
http://www.ag.ny.gov/
New York City Law Department
New York County District Attorney’s Office
http://www.manhattanda.org/
Office of the Bronx District Attorney
http://bronxda.nyc.gov/frames.html
Queens District Attorney’s Office
http://www.queensda.org/index2.html
Kings County District Attorney’s Office
http://www.brooklynda.org/
Brooklyn Defender Services
http://bds.org/
The Bronx Defenders
http://www.bronxdefenders.org/
NAACP Legal Defense and Educational Fund Inc.
http://www.naacpldf.org/
Legal Aid Society of New York
Legal Services NYC
http://www.legalservicesnyc.org/
Center for Appellate Litigation
http://www.appellate-litigation.org/
New York City Official Website
www.nyc.gov/portal/site/nycgov/

p. Newark, New Jersey
Essex County Prosecutor’s Office
http://www.njecpo.org/
State of New Jersey Office of the Public Defender
http://www.state.nj.us/defender/employment.shtml
Department of Law & Public Safety, Office of the Attorney General
http://www.nj.gov/oag/dcj/index.html

q. Raleigh, North Carolina
North Carolina Department of Public Safety
https://www.ncdps.gov/
North Carolina Department of Justice
http://www.ncdoj.gov/
North Carolina Department of Administration
http://www.doa.nc.gov/default.aspx
Wake County District Attorney
http://web.co.wake.nc.us/districtattorney

r. Orange County, California
Orange County
http://ocgov.com/default.asp
County of Orange, Office of the Public Defender
http://www.pubdef.ocgov.com/
County of Orange, Office of the Public Defender - Alternate Defender
http://www.pubdef.ocgov.com/alternat.htm
Offices of the District Attorney for Orange County
http://orangecountyda.com/home/index.asp

s. Philadelphia, Pennsylvania
City of Philadelphia Law Department
http://www.phila.gov/law/Pages/default.aspx
Office of the District Attorney, City of Philadelphia
Pennsylvania Attorney General
http://www.attorneygeneral.gov/
The Federal Community Defender Office for the Eastern District of Pennsylvania
http://pae.fd.org/
The Defender Association of Philadelphia
http://www.philadefender.org/
t. Phoenix, Arizona
Office of the Legal Defender, Maricopa County, Arizona
http://www.maricopa.gov/legaldef/
Maricopa County Attorney’s Office
http://www.maricopacountyattorney.org/
City of Phoenix Law Department
http://phoenix.gov/law/index.html
Maricopa County Office of the Public Defender
http://www.maricopa.gov/pdweb/
Office of the Arizona Attorney General
https://www.azag.gov/about
Federal Public Defender, District of Arizona
http://www.fpdaz.org/

u. Portland, Oregon
Office of the Multnomah County Attorney
http://web.multco.us/county-attorney
City Attorney, City of Portland
http://www.portlandonline.com/attorney/
Office of the Federal Public Defender, District of Oregon
http://or.fd.org/
Metropolitan Public Defender Services, Inc.
http://www.mpdlaw.com/
Multnomah County District Attorney
http://mcda.us/

v. Richmond, Virginia
Government of Richmond, Virginia
Attorney General of Virginia
http://www.oag.state.va.us/

w. San Diego, California
San Diego County District Attorney
http://www.sdcda.org/
Office of the City Attorney of San Diego
http://www.sandiego.gov/cityattorney/
San Diego County Public Defender’s Office
http://www.sdcounty.ca.gov/public_defender/
x. **San Francisco, California**
San Francisco Public Defender
http://sfpublicdefender.org/
City and County of San Francisco District Attorney
http://www.sfdistrictattorney.org/
Office of the City Attorney, City and County of San Francisco
http://www.sfcityattorney.org/

y. **Seattle, Washington**
The Defender Association
http://www.defender.org/
Washington State Office of the Attorney General
http://www.atg.wa.gov/
King County Prosecuting Attorney
http://www.kingcounty.gov/Prosecutor.aspx
Seattle City Attorney
http://www.seattle.gov/law/

z. **Washington D.C.**
Public Defender Service for the District of Colombia
http://www.pdsdc.org/
The District of Columbia Office of the Attorney General
http://oag.dc.gov/
The District of Columbia Official Website
http://dc.gov/

E. **THE JUDICIARY**

1. **General**

Judicial Clerkships – http://www.judicialclerkships.com (Please also see the Miami Law Judicial Clerkship Guide)
Oscar – Online System for Clerkship Application and Review -
https://oscar.uscourts.gov/
United States Senate Committee on the Judiciary –
http://www.judiciary.senate.gov/

2. **Federal Courts**

Biographical Directory of Federal Judges –
http://www.fjc.gov/public/home.nsf/hisj
Federal Judicial Center –http://www.fjc.gov/
3. **State Courts**


F. **Public Interest**

National Legal Aid and Defender Association – [http://www.nlada100years.org/](http://www.nlada100years.org/)
One Justice - [http://one-justice.org/](http://one-justice.org/)
PSJD - [http://www.psjd.org/](http://www.psjd.org/)
Sargent Shriver National Center on Poverty Law - [http://povertylaw.org/](http://povertylaw.org/)

G. **Specific Practice Areas**

1. **Alternative Legal Careers**
The Professional Marketing Forum – [http://www.pmforum.co.uk/](http://www.pmforum.co.uk/)

2. **Corporate**
American Bankers Association - [http://www.abaa.com/default.htm](http://www.abaa.com/default.htm)
Booz Allen Hamilton - [http://www.boozallen.com/](http://www.boozallen.com/)
Ernst & Young - [http://www.ey.com/](http://www.ey.com/)
3. **Environmental**
   Local Governments for Sustainability – [http://www.iclei.org](http://www.iclei.org)

4. **Health**
   The Florida Bar Health Law Section – [http://www.flabarhls.org](http://www.flabarhls.org)
   Health Law Section of the American Bar Association – [http://www.americanbar.org/groups/health_law.html](http://www.americanbar.org/groups/health_law.html)

5. **Immigration**

6. **Intellectual Property & Internet**

7. **International/Human Rights**
   United Nations Human Resources –
International Rescue Committee - http://www.rescue.org/
OneWorld – http://oneworld.org/home
Overseas Jobs – http://www.overseasjobs.com/
World Trade Organization – http://www.wto.org/

8. **Sports & Entertainment**
Entertainment Careers – http://www.entertainmentcareers.net/
Fox Studios – http://www.foxstudios.com/
HBO – http://www.hbo.com/
Major League Baseball – http://mlb.mlb.com/home
MGM/United Artists – http://www.mgm.com/
MTV – http://www.mtv.com/
The Music Yellow Pages – http://www.musicyellowpages.com/
National Basketball Association - http://www.nba.com/
National Collegiate Athletic Association – http://www.ncaa.org/
National Hockey League – http://www.nhl.com/
Paramount Studios – http://www.paramount.com/
Show Biz Jobs – http://www.showbizjobs.com/
The Walt Disney Company – http://disney.com/
Warner Brothers – http://www.warnerbros.com/
Women's National Basketball Association – http://www.wnba.com/

H. **ACADEMIA**
National Association of College and University Attorneys – http://www.nacua.org

I. **NATIONAL, STATE & LOCAL BAR ASSOCIATIONS**

1. **National Bar Associations**
American Bar Association - http://www.americanbar.org/aba.html
ABA Career Center - http://www.americanbar.org/resources_for_lawyers/careercenter.html
ABA Center for Racial and Ethnic Diversity - http://www.americanbar.org/groups/diversity.html
2. **State & Local Bar Associations**

- **Alabama State Bar** – http://www.alabar.org/
- **Alaska Bar Association** – http://www.alaskabar.org/
- **State Bar of Arizona** – http://www.azbar.org/
- **Arkansas Bar Association** – http://www.arkbar.com
- **Boston Bar Association** – http://www.bostonbar.org/
- **State Bar of California** - http://www.calbar.ca.gov/
- **Chattanooga Bar Association** – http://www.chattbar.org/www
- **Chicago Bar Association** - http://www.chicagobar.org/AM/Template.cfm
- **Cleveland Metropolitan Bar Association** - http://www.clemetrobar.org/
- **Colorado Bar Association** – http://www.cobar.org/
- **Columbus Bar Association** – http://www.cbalaw.org/
- **Connecticut Bar Association** - http://www.ctbar.org/
- **Delaware State Bar Association** – http://www.dsba.org/
- **District of Columbia Bar Association** – http://www.dcbar.org/
- **Florida Bar** – http://www.floridabar.org/
- **State Bar of Georgia** – http://www.gabar.org/
- **Hawaii State Bar Association** – http://www.hsba.org/
- **Idaho State Bar** – http://isb.idaho.gov/
- **Illinois State Bar Association** - http://www.isba.org/
- **Indiana State Bar Association** – http://www.inbar.org/Default.aspx
- **Iowa State Bar Association** – http://www.iowabar.org/
- **Kansas Bar Association** - http://www.ksbar.org/
- **Kentucky Bar Association** – http://www.kybar.org/
- **Los Angeles County Bar Association** – http://www.lacba.org/
- **Louisiana State Bar Association** – http://www.lsba.org/
- **Maine State Bar Association** – http://www.mainebar.org/
- **Maryland State Bar Association, Inc.** – http://www.msba.org/
- **Massachusetts Bar Association** – http://www.massbar.org/about-the-mba
- **State Bar of Michigan** – http://www.michbar.org/
- **Minnesota State Bar Association** – http://www.mnbar.org/
- **Mississippi Bar** – http://www.msbar.org/
- **Missouri Bar** – http://www.mobar.org/
- **State Bar of Montana** – http://www.montanabar.org/
Nashville Bar Association - http://www.nashvillebar.org/
Nebraska State Bar Association – http://www.nebar.com/
State Bar of Nevada – http://www.nvbar.org/
Nevada Justice Association - http://www.nevadajustice.org/nv/index.cfm?
New Hampshire Bar Association – http://www.nhbar.org/
New Jersey State Bar Foundation - http://www.njsbf.org/
State Bar of New Mexico - http://www.nmbar.org/
New York State Bar Association – http://www.nysba.org/
New York State Trial Lawyers Association – http://www.nystla.org/
North Carolina Bar Association – http://www.ncbar.org/
State Bar Association of North Dakota – http://www.sband.org/
Ohio State Bar Association – https://www.ohiobar.org/Pages/Home.aspx
Oklahoma Bar Association – http://www.okbar.org/
Orange County Bar Association – http://www.ocbar.org/
Pennsylvania Bar Institute – http://www.pbi.org/
Philadelphia Bar Association - http://www.philadelphiabar.org/page/HomePage
Rhode Island Bar Association – https://www.ribar.com/default.aspx
San Diego County Bar Association – http://www.sdcba.org/
Bar Association of San Francisco – http://www.sfbar.org/
South Carolina Bar – http://www.scbar.org/
State Bar of South Dakota – http://www.sdbar.org/
Bar Association of Metropolitan St. Louis – http://www.bamsl.org/
Tulsa County Bar Association – http://www.tulsabar.com/
Utah State Bar – http://www.utahbar.org/
Vermont Bar Association – https://www.vtbar.org/
West Virginia State Bar – http://www.wvbar.org/
State Bar of Wisconsin – http://www.wisbar.org/Pages/default.aspx

J. CHAMBERS OF COMMERCE
U.S. Chamber of Commerce Directory Search Page -
http://www.uschamber.com/chambers/directory
U.S. Chambers of Commerce & Visitor Bureaus Directory -
http://www.2chambers.com/

K. STATE LEGAL PUBLICATIONS
50 States – http://www.50states.com/news/#.Ud7UJHD_cs
California Bar Journal -
California Lawyer – http://www.callawyer.com/
The Recorder - http://www.law.com/jsp/ca/index.jsp