



ALUMNI GUIDE



CAREER DEVELOPMENT OFFICE

1311 Miller Drive
Room A-112
Coral Gables, FL 33146

Ph: 305.284.2668

Fax: 305.284.6213

Email: cdo@law.miami.edu

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INTRODUCTION

The Career Development Office (“CDO”) is committed to providing support to the alumni of our J.D. and LL.M. programs throughout their legal careers. The purpose of this *Alumni Guide* is to arm you with the tools you will need to conduct a post-graduation job search, whether this is your first job after graduation or your fourth.

We hope that you will find the *Alumni Guide* useful. If you have any questions or require further assistance with your job search, please contact the CDO. All of the CDO’s resources remain available to you after graduation, including the online job posting database and one-on-one counseling with advisors. We look forward to working with you and wish you success in your job search.

CDO LOCATION AND HOURS

Location

The CDO is located on the ground floor of the law school in Suite A-112.

Mailing Address

University of Miami School of Law
CDO
P.O. Box 248087
Coral Gables, Florida 33124-8087

Contact

Phone: (305) 284-2668
Fax: (305) 284-6213
Website: <http://www.law.miami.edu/cdo>
E-mail: cdo@law.miami.edu

Fall and Spring Semester Hours

Monday through Friday: 9:00 a.m. to 4:30 p.m.

Summer Hours

Monday - Friday: 9:00 a.m. to 4:30 p.m.

CDO ADVISORS & STAFF

ADVISORS

MARCY COX, ASSISTANT DEAN

Marcy received her J.D. from Boalt Hall School of Law, University of California at Berkeley. She has eight years of litigation practice experience in Los Angeles and Miami, and joined the CDO staff in 1997.

DIANE QUICK, DIRECTOR

dquick@law.miami.edu

Diane received her J.D., with a concentration in health law, from Boston University School of Law. Prior to joining the CDO in 2003, she worked at all levels of the government, including as an advisor for the United States Department of Labor.

JESSIE HOWELL, ASSOCIATE DIRECTOR & DIRECTOR OF DIVERSITY PROGRAMS

jhowell@law.miami.edu

Jessie received her J.D. from the University of Florida Levin College of Law. Prior to coming to the CDO, she was Associate Director of Career Services at St. Thomas University School of Law and Director of Career Development at the University of Florida Levin College of Law.

YAZMYNE VASQUEZ ETEROVIC, ASSOCIATE DIRECTOR/INTERNATIONAL LL.M. ADVISOR

yvasquez@law.miami.edu

Yazmyne obtained her LL.M. in American Law from Wake Forest University School of Law, and received her J.D. from San Martin de Porres University School of Law in Lima, Peru. Prior to the CDO, she worked in the attorney recruiting industry. She also has several years of international and immigration law experience.

KAREN WARREN, ASSOCIATE DIRECTOR/ JUDICIAL CLERKSHIPS DIRECTOR

kwarren@law.miami.edu

Karen received her J.D. from Seton Hall University School of Law in New Jersey. Prior to joining the CDO in 2004, she was a litigation associate at McElroy, Deutsch, Mulvaney & Carpenter in Newark.

LUEVENIA STERLING, DIRECTOR OF PROFESSIONAL DEVELOPMENT/JD ADVISOR

lsterling@law.miami.edu

Luevenia graduated from the University of Pennsylvania Law School, practiced commercial real estate law and is a trained life coach. Recently, she was a Career and Life Coach for a non-profit organization.

SAJANI DESAI, ASSOCIATE DIRECTOR & EXTERNSHIP PROGRAM MANAGER

sdesai@law.miami.edu

Sajani obtained her J.D. from Hofstra University School of Law. Prior to the CDO, she worked in entertainment law, specializing in the music industry. Sajani also has experience practicing family law.

M. TERESA RODRIGUEZ, ASSISTANT DIRECTOR/ALUMNI ADVISOR

trodriguez@law.miami.edu

Teresa received her J.D. from St. Thomas University School of Law in Miami, Florida. She has several years of litigation experience, both in the private and public sector, with a specific emphasis on labor and employment law. Most recently, she was a Senior Trial Attorney for the EEOC.

DEBBIE ROWE-MILLWOOD - JD ADVISOR/SPECIAL ADVISOR TO JD/MBA

drowe-millwood@law.miami.edu

Debbie received her law degree from the University of Florida. She has practiced law in both the private and public sector and was also an adjunct faculty member at Florida Memorial University teaching Business Law, Business Ethics and Business Organizations and Management.

STAFF

MARIA CHISHOLM, SENIOR ADMINISTRATIVE ASSISTANT

mchisholm@law.miami.edu

Maria "Luly" Chisholm provides all administrative support and office management for the Legal Corps Program and coordinates the Spring and Fall On-Campus Interview Programs, the Professional Opportunities Program and Job Fairs.

BRENDA LOUARD, EXTERNSHIP ADMINISTRATIVE COORDINATOR

blouard@law.miami.edu

Brenda provides administrative support to the Assistant Dean and the Externship Program Manager.

RESOURCES FOR GRADUATES

Career Counseling:

Alumni have the opportunity to meet with CDO advisors for one-on-one counseling appointments to discuss career options and formulate job search strategies. The CDO advisor is also available to review résumés and cover letters, provide mock interviews and assist with other job related issues as necessary. Appointments are available year-round and may be conducted in person or via telephone conference. To schedule an appointment, please call (305) 284-2668.

Job Posting Database:

The CDO maintains Symplicity, an online database of job listings for entry-level and experienced positions in both legal and non-legal industries. The database is password protected. University of Miami School of Law (“UM”) graduates have free access to job postings on Symplicity. Graduates who wish to obtain a username and password to access Symplicity should email the CDO at cdo@law.miami.edu and provide the following information:

- full name
- graduation month and year
- Cane I.D. (or C number)
- email address (this email address will be your username for the site)

As soon as your account is set up, you will receive an email with your login information in order to access Symplicity. The Symplicity site is located at <https://law-miami-csm.symplicity.com/students>.

If you do not know your Cane I.D., please visit the main university website at <http://www.miami.edu>. Click on “my UM,” at the top of the page and follow the instructions to retrieve your Cane I.D. or create a new one.

CDO Website (<http://www.law.miami.edu/cdo>):

The CDO website contains a great deal of useful job search information for our alumni. You can find online resources for opportunities in law firms, public interest organizations, state and federal judiciary, federal, state and local government and alternative legal careers.

Reciprocity:

For 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 UM 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 UM Law 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 1st to November 30th*, 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 DC, Boston, Philadelphia, Chicago, Los Angeles, San Francisco and 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 requesting reciprocity to the other law school on your behalf. Please allow two weeks for approval of the 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.*

Intercollegiate Job Bank:

UM alumni have access to the Intercollegiate Job Bank maintained by Brigham Young University Law School. The Intercollegiate Job Bank is the result of a consortium of member law schools around the country who share job postings for post-graduate positions. This is an especially useful tool if you are seeking a position elsewhere in the United States. You can find the link to the Job Bank on the CDO website under “CDO Resources” and then “Useful Online Resources.” A username and password is necessary to access the above link. If you would like to access the Intercollegiate Job Bank, please call the CDO at 305-284-2668 or email cdo@law.miami.edu. Be sure to provide your name and year of graduation.

The CDO Office Blog (<http://cdo.law.miami.edu/>):

The CDO maintains a blog to inform students of job search tips, professional development advice, career opportunities and other important information. The blog will also contain, from time to time, information relevant to alumni such as useful resources, networking opportunities and on campus events. Please add the blog to your favorites, or subscribe to its posts, so that you may stay informed of all CDO happenings and events.

CDO Resource Library:

The Resource Library is a wealth of information for alumni researching job opportunities. The library contains numerous books on subjects, ranging from job search strategy to relocation. In addition, the CDO subscribes to the *Florida Bar Journal* and *Daily Business Review* which offer job listings, as well as advertisements for recruiters and temporary employment agencies.

Also available are the CDO's job search information booklets on résumé and cover letter writing, interviewing skills and networking strategy. Copies of the booklets are available for pick up at the Resource Library, and can be found on the CDO website (<http://www.law.miami.edu/cdo>) under *Alumni* and then *Job Search Publications*. The CDO also provides alumni with access to a printer, typewriter, fax machine, copy machine and several computers for use in the job search. Alumni may send up to five faxes a day. These services are provided free of charge. The CDO also provides free video conferencing tools for video interviews with out-of-area employers.

The Launch Pad (<http://thelaunchpad.org/>):

Graduates interested in starting their own business should check out the Launch Pad, a component of the University of Miami's Toppel Career Center that works with students and alumni from every school at UM. The Launch Pad offers guidance and provides resources to entrepreneurs and inventors at the University of Miami. Moreover, the Launch Pad hosts networking events, lectures and brainstorming sessions. Anyone interested in meeting with an advisor at the Launch Pad should visit the website and create a free profile. A team member will contact you to set up an appointment.

Martindale-Hubbell Law Directory (<http://www.martindale.com/>):

The *Martindale-Hubbell Law Directory* contains information on more than one million lawyers and law firms worldwide, and is an excellent research tool for alumni seeking employment both in Florida and out of state. This resource allows graduates to research particular lawyers and law firms, as well as to use multiple search parameters to conduct specific searches. For example, students can search for School of Law alumni practicing real estate law in California, or for all law firms specializing in personal injury law in Minnesota.

RÉSUMÉS

Résumé Basics:

- Font size should not be smaller than 11-point and should never exceed 12-point. Remember to use simple, businesslike fonts on your resume. Helvetica is a good professional choice. If you are very experienced, you may use Garamond to incorporate a lengthy background into a single page. Garamond is legible and easy for the eye to follow;
- Keep your résumé to ONE page unless law is your second career or you have been out of law school for a number of years;
- Your name, address, phone number and e-mail address should be at the top of the page. If you are planning to seek a job back home, include your permanent address. If you are not from Miami but plan to seek a job here, list only your current address. Make sure your telephone number is current and that you have a professional message on your answering machine;
- If you are a recent graduate, obtain a non-UM law e-mail address. Many companies offer free e-mail addresses. Be sure to use an appropriate e-mail name;
- Use your full name, with middle initial, if desired. Do not use a nickname;
- Try to avoid graphics, cells or lines throughout the résumé;
- Be consistent in word usage, tense, grammar and punctuation and always proofread your résumé;
- If you are a recent graduate, the “Education” section should follow the “Bar Admission” section. However, if you have been out of law school for a few years and possess substantive legal experience, then the “Experience” section should be the second heading on the résumé. Please see sample résumés below.

Bar Admission:

Alumni should create a section on the résumé to reflect their bar membership status. The section should go at the top of the résumé, prior to the education section, and should reflect all bar memberships bars.

- *If you are sitting for a bar exam:*
Sitting for the Florida Bar examination, July 2015
- *If you took a bar exam and are waiting for results:*
Sat for the Florida Bar examination, July 2015. Awaiting results.
- *If you passed the bar and are waiting to be sworn in:*
Passed July 2015 Florida Bar examination. Admission pending.
- *If you passed the bar and have been sworn in:*
Admitted to Florida Bar, September 2015

The Education Section:

Upon graduation, you must change your UM Law information to reflect your new degree. The line with your degree and graduation date should read:

Juris Doctor, Month Year (ex. Juris Doctor, May 2015)

Latin honors (*cum laude, magna cum laude and summa cum laude*) should be displayed in lower case and italics. If you graduated with Latin honors, the line should read:

Juris Doctor, *latin honors*, Month Year (ex. Juris Doctor, *cum laude*, May 2015)

It is recommended that you include your cumulative GPA if it is at least a 3.0. You may also choose to list your class rank and class percentile. Unless your rank is near the top of the class, it is better to use percentages. You can obtain class ranking information from the Registrar’s Office by calling (305) 284-4025. If you choose to include this information, it should be listed as follows:

G.P.A.: 3.68/4.00 Class Rank: 17/360 (Top 5%)

SAMPLE RECENT GRADUATE RÉSUMÉ

JOHN A. DOE

12345 San Amaro Drive • Coral Gables, Florida 33000
(305) 123-4567 / johndoe@domain.com

BAR MEMBERSHIP:

Sat for the Florida Bar examination, July 2015. Awaiting results.

EDUCATION:

University of Miami School of Law, Coral Gables, Florida

Juris Doctor, *cum laude*, May 2015

GPA: 3.52/4.00 Class Rank: 34/351 (Top 10%)

Honors: *University of Miami Inter-American Law Review*; University of Miami Moot Court Board: First Year Moot Court Competition, First Place

Activities: Phi Alpha Delta Law Fraternity; Public Interest Law Group

University of Colorado, Boulder, Colorado

Bachelor of Arts in History, May 2006

Activities: Pre-Law Society, Vice-President

EXPERIENCE:

Smith and Smith, P.A., Miami, Florida

Law Clerk, May 2014 – August 2014

Researched and drafted memoranda on various labor and employment law issues. Reviewed and prepared client files for court.

Equal Employment Opportunity Commission, Washington, DC

Legal Intern, May 2013 – August 2013

Participated in investigations conducted by the enforcement division including reviewing discrimination charges and investigating complaints. Observed settlement negotiations.

National Corporation, Denver, Colorado

Human Resources Generalist, July 2007 – May 2012

Processed and documented employee benefits requests. Answered employee inquiries regarding all employee benefit plans including 401(k), health insurance and flexible spending plans.

Americorps, Denver, Colorado

Member, Colorado Youth at Risk, June 2005– October 2006

Designed and implemented a mentoring program structure. Developed and facilitated a comprehensive volunteer orientation. Created an application and screening process.

SKILLS AND INTERESTS:

Proficient in Spanish. Extensive travel to Africa, Asia, Australia, South and Central America.

SAMPLE GRADUATE RÉSUMÉ (WITH EXPERIENCE)

JOHN JONES

123 MAPLE DRIVE
MIAMI, FLORIDA 33333

TELEPHONE: 305-555-1234
EMAIL: JJONES@GMAIL.COM

BAR ADMISSIONS:

State of Florida, 2008

PROFESSIONAL EXPERIENCE:

St. Mary's Hospital, Fort Lauderdale, Florida

Vice President of Legal Affairs, September 2014- Present

Director of Risk Management/Legal Counsel, May 2013 – September 2013

Responsible for all legal matters, including litigation, risk management and physician contracts. Serve as legal advisor to the Board of Directors, medical staff and hospital management regarding risk issues and strategic initiatives. Developed hospital-wide corporate compliance program and served as Chair of Compliance Committee. Serve in a leadership role in formation and reorganization of a physician-hospital organization. Coordinate defense of pending litigation with outside counsel. Represent hospital before the Equal Employment Opportunity Commission and other regulatory and licensing agencies. Advise senior management and Board of Directors regarding guidelines for hospital-physician transactions. Achieved 85% success ratio at trial of professional liability cases.

Doe & Fawn, P.A., Miramar, Florida

Attorney, November 2008 – May 2012

Managed all aspects of pretrial litigation in medical malpractice and general liability cases, including depositions and motion practice. Oversaw medical records review in toxic chemical exposure case involving over 100 plaintiffs. Conducted legal and medical research.

UCLA Hospital, Los Angeles, California

Staff Nurse in Surgical Intensive Care Unit, December 2003 – June 2005

Assessed patient health problems and needs. Maintained medical records. Administer nursing care to critically ill patients.

EDUCATION:

University of Miami School of Law, Coral Gables, Florida

Juris Doctor, May 2008

University of Southern California, Los Angeles, California

Bachelor of Science in Nursing, June 2003

COMMUNITY SERVICE:

Fairchild Gardens, Board of Directors

Habitat for Humanity, Volunteer

COMPUTER EXPERIENCE:

Proficient in Westlaw, Lexis/Nexis, Word, Word Perfect, Excel and Access.

SAMPLE GRADUATE RÉSUMÉ (WITH EXPERIENCE)

JOHN A. DOE

12345 San Amaro Drive
Coral Gables, Florida 33000
(305) 123-4567 / johnadoc@domain.com

BAR MEMBERSHIP:

State of Florida, July 2011

EXPERIENCE:

Smith and Smith, P.A., Miami, Florida

Associate, June 2013 – Present

Involved in all aspects of labor and employment litigation. Research and draft motions and memoranda. Attend depositions, mediations and hearings. Discuss pending cases with clients.

Equal Employment Opportunity Commission, Miami, Florida

Trial Attorney, October 2011 – June 2013

Investigated and tried cases in federal court. Participated in settlement negotiations and mediations. Argued motions before the court and conducted depositions.

Legal Intern, January 2010 – April 2011

Participated in investigations conducted by the enforcement division including reviewing discrimination charges and investigating complaints. Observed settlement negotiations.

National Corporation, Denver, Colorado

Human Resources Generalist, July 2004 – May 2005

Processed and documented employee benefits requests. Answered employee inquiries regarding all employee benefit plans including 401(k), health insurance and flexible spending plans.

Americorps, Denver, Colorado

Member, Colorado Youth at Risk, June 2003 – July 2004

Designed and implemented a mentoring program structure. Developed and facilitated a comprehensive volunteer orientation. Created an application and screening process.

EDUCATION:

University of Miami School of Law, Coral Gables, Florida

Juris Doctor, *cum laude*, May 2011

GPA: 3.52/4.00 **Class Rank:** 34/351 (Top 10%)

Honors: *University of Miami Inter-American Law Review*; University of Miami Moot Court Board: First Year Moot Court Competition, First Place

Activities: Phi Alpha Delta Law Fraternity; Public Interest Law Group

University of Colorado, Boulder, Colorado

Bachelor of Arts in History, May 2008

Activities: Pre-Law Society, Vice-President

SAMPLE GRADUATE RÉSUMÉ (WITH EXPERIENCE)

Mary Smith

123 Mercer Street ~ Miami, Florida 87107

505-555-1222 ~ msmith@gmail.com

BAR ADMISSIONS

State of Florida

District of Columbia

United States Court of Appeals for the Eleventh Circuit

United States District Court, Southern District of Florida

United States District Court, Northern District of Florida

United States District Court, Middle District of Florida

EXPERIENCE

LAW OFFICES OF MARY SMITH, P.A., Coral Gables, FL

Managing Partner/Founder, October 2011 – Present

Manage general practice firm primarily engaged in representing individuals and corporate entities in corporate matters and in litigation. Serve as outside general counsel to businesses, negotiate and draft agreements and render general legal advice related to all facets of each business. Represent clients in civil litigation matters including foreclosure defense, credit card defense, business transactions involving the formation and sale of small business and breach of contract matters including the breach of the sale of real property and the failure to perform contracted services. Research, draft and argue motions in civil litigation cases. Propound and respond discovery requests. Represent clients at mediation and depositions. Successfully negotiate and draft settlement agreements in disputed civil matters.

ROE, WADE & MINOR NATIONAL DEVELOPMENT CORP., Miami, FL

Corporate Senior Attorney, January 2008 – October 2009

Led development of high-priority, strategic legal initiatives to increase company's competitive market position worldwide by structuring high profile public and private M&A transactions. Proficiently provided legal and business advice to corporate executives. Spearheaded a broad range of international projects and transaction structuring.

JONES & JONES, P.A., Miami, FL

Associate Attorney, October 2005 – January 2008

Provided legal counsel to various purchasers, sellers and entities regarding securities, mergers and acquisitions and partnership transactions. Served the interests of public companies with compliance issues. Defended borrowers under credit facilities. Represented a national consortium in the development, construction and project financing of a 1,000 megawatt electrical transmission line between California and Nevada.

Mary Smith Resume, Page Two

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL

Juris Doctor, *cum laude*, May 2005

GPA: 3.50/4.00

Honors: Dean's Academic Merit Scholarship, 3 years
Award for Excellence, Criminal Law and Torts
Dean's List (4 out of 6 semesters)

Activities: Litigation Skills Program, Lecturer
International Moot Court Board

UNIVERSITY OF MIAMI, Coral Gables, FL

Bachelor of Arts in Spanish and English, *cum laude*, May 2002

GPA: 3.80/4.00

Honors: Henry King Stanford Academic Merit Scholarship, 4 years
President's Honor Roll
Provost's Honor Roll
Dean's List
Golden Key International Honour Society

Study Abroad: Instituto de Estudios Europeos, Madrid, Spain, Fall 2000

BAR MEMBERSHIPS & PROFESSIONAL AFFILIATIONS

Miami-Dade County Bar Association

Cuban American Bar Association

University of Miami Citizens Board

LANGUAGE SKILLS

Fluent in Spanish (accredited by the Spanish Consulate)

LICENSES

Florida Supreme Court Certified Circuit Civil Mediator, 2011

COVER LETTERS

The Purpose and Benefits of a Cover Letter:

A cover letter is usually your first opportunity to impress an employer, express real interest in the employer and demonstrate that the credentials and experience you possess make you a good fit. An effective cover letter can make you stand out from the hundreds of résumés on a recruiter's or hiring attorney's desk.

A cover letter also serves as your first writing sample. Grammatical and spelling errors will send a message that you lack attention to detail or are unable to deliver an excellent work product. Similarly, if your letter contains inaccurate information about the organization you wish to target, the employer will have reason to question your research skills, as well as your commitment to the organization.

A cover letter should accompany your résumé in any employment inquiry. Any candidate, no matter how strong his or her credentials, will benefit from the clear and convincing message a well-written cover letter conveys to a potential employer.

Cover Letter Format:

Opening Paragraph – Who You Are and What You Want

The opening paragraph should induce the reader to continue to read, and so your principal objective is to make a good first impression. Your first paragraph should explain who you are and why you are writing. If you were referred to the employer by someone in particular, it is wise to point this out early in the letter so that the employer can take special notice from the beginning. Specifics about connections to the employer or ties to the city should also be included in this paragraph.

Body – Why the Employer Should Hire You

The body of the letter can range from one or two short paragraphs, depending on the organization and content of the material. Explain what you can offer, and why the employer should hire you. The body of the letter should identify your specific interests and qualifications, and explain how they relate to the employer's particular practice area and/or what the employer is specifically looking for in a candidate. Try to reference language used by the employer in the position description in your cover letter. Give the employer exactly what they are looking for. For instance, if the firm has indicated that it seeks someone with excellent research and writing skills, make certain that you specifically mention your good grades in LComm and/or other projects that may have involved extensive writing experience. If you feel it is too early in your legal career to show such a relationship, then highlight any skills and experiences that might have general applicability, such as leadership skills or the ability to communicate effectively. Use specific and detailed examples. Explain the reason(s) for your interest in the particular employer and job.

Conclusion – Wrap Up

The last paragraph is usually the easiest one to write and can contain: (a) times you are available for an interview; (b) a brief reiteration of your interest in the employer; (c) an offer to send additional information or materials and information; (d) plans to visit the area (give several weeks lead time); and (e) preferred method of contact. Also, thank the employer for his or her time and consideration.

To obtain additional information about cover letters, review the *Cover Letter and Thank You Letter Guide* available in hard copy at the CDO or online at <http://www.law.miami.edu/career-development-office/pdf/2014/cover-letter-thank-you-letter-guide.pdf>.

SAMPLE GRADUATE COVER LETTER

JOHN A. DOE

12345 San Amaro Drive
Coral Gables, FL 33000
(305) 555-1234
johndoe@email.com

August 1, 2015

Lois Lane, Esquire
Kent, Lane & Olson, P.A.
456 Main Street
Miami, Florida 33300

Dear Ms. Lane:

I am a recent graduate of the University of Miami School of Law who sat for the Florida Bar examination this past July. I am extremely interested in the associate position with Kent, Lane & Olson as advertised on the Career Development Office job posting website. I believe that my skills and experience make me an attractive candidate for your firm's practice.

I am extremely interested in a boutique law firm with a strong labor and employment practice such as Kent, Lane & Olson because I have a longstanding interest in employment and labor law, having previously worked in human resources for a multinational corporation. In order to further develop my interest, I interned at the Equal Employment Opportunity Commission, where I reviewed discrimination charges, investigated complaints and observed settlement negotiations. Recently, I was a law clerk at Smith & Smith, where I honed my research and writing skills through the drafting of numerous memoranda and court documents. My law school career and work experience have only increased my high level of interest in employment law practice and I am excited at the prospect of practicing in this field.

My résumé is enclosed for your review. I would appreciate the opportunity to meet with you to discuss my qualifications. I will contact you within one week to discuss the possibility of scheduling an interview or you may reach me at (305) 123-4567. Thank you for your consideration.

Sincerely,

John A. Doe

Enclosure (1)

NETWORKING

Networking is about 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 who 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 referrals. Since hiring someone is a risk, employers would rather interview and retain someone who they know personally or who comes recommended by someone they trust.

Advice, information and referrals are all outcomes of proper networking and are valuable tools for a job search. Take advantage of the possibilities and start your network.

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, former professors and classmates, alumni from your college and law school and acquaintances from community groups. Take advantage of the different forums available to you, such as professional associations and bar association events.

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 not receptive when you begin to discuss work, however, then 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.

Networking Tips if You're Shy or Introverted:

Start Small: Start with your current network which includes family, friends, relatives, former employers or professors, etc. Seek out or reconnect with old high school and college friends/alumni. In other words, practice your networking skills with those individuals whom you already know and with whom you feel comfortable. The more conversations you have with them, the more confident you will feel about reaching out to strangers. The same skills you use with your family and friends can be used for new contacts.

Network With Friends: If you want to attend an event or function for networking purposes, take an outgoing friend with you. That will hopefully take some pressure off so that you can approach a new person and follow your friend's lead in any conversations.

Ask Potential Contacts About Themselves: Most people like to talk about themselves and their interests. Ask questions and express interest in others' professions, areas of practice, backgrounds, etc. Usually, you will receive positive responses and it will get you started on a conversation which may lead to shared interests and, ultimately, a new networking contact.

Use Social Media & Join Online Groups and Communities: These days, social media is used for virtually every purpose, including networking. If you haven't done so already, become a member of LinkedIn. LinkedIn is a social networking website utilized primarily for professional networking purposes and can connect you with many new contacts. LinkedIn even has groups such as Shy Busters or Toastmasters where people share stories and tips for overcoming shyness and adversity. The Internet in general can serve as an ideal networking avenue. This helps job seekers to gain confidence and build relationships prior to meeting in person. However, make certain that you always maintain a professional presence with your online profiles. **Remember, the goal of networking is to meet people, not to ask for jobs.**

INFORMATIONAL INTERVIEWING

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.

Steps to Informational Interviewing:

1. Identify potential contacts. Use the online Martindale-Hubbell database (<http://www.martindale.com>) to locate attorneys practicing in the areas of law in which you are interested. The Martindale-Hubbell database is also useful in identifying UM alumni who can be valuable resources. Along with UM alumni, contact alumni from your undergraduate institutions working in the legal community. Contact your undergraduate institution's career center for more information.
2. Send letters to attorneys requesting informational interviews. Send your résumé with your 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 résumé for informational purposes only. End the letter by stating that you will follow up with a phone call.
3. Follow up your letter with a telephone call about a week or two after sending the letter. Reiterate your interest in a brief informational interview and stress that you are not looking for a job. Be open to a phone or in person interview. If the person declines the opportunity to meet with you, simply thank them for their time and move on to the next call.
4. If you are granted an informational interview, prepare for it by researching the person you are meeting with and his or her employer.
5. At the informational interview, ask relevant questions. Follow the same protocol as with a job interview by being polite, punctual and 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.
6. 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.
7. Send a thank you letter letting them 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.

To obtain additional information about networking and informational interviewing, review the *Networking Guide* available in hard copy at the CDO or online at <http://www.law.miami.edu/career-development-office/pdf/2014/networking-guide.pdf>.

SAMPLE INFORMATIONAL INTERVIEW LETTER

JOHN A. DOE
12345 San Amaro Drive
Coral Gables, FL 33000
(305) 555-1234
johndoe@email.com

August 1, 2015

Boris Becker, Esquire
McEnroe, Borg & Connors, P.A.
227 Main Street
Tampa, Florida 32003

Dear Mr. Becker:

Clark Kent, a senior associate at Jones & Jones, suggested I contact you regarding meeting with you for purposes of an informational interview. I am a recent graduate of the University of Miami School of Law and am interested in pursuing a career in labor and employment law. As a Tampa native, I recently sat for the Florida Bar Examination and I am enclosing my résumé for your reference.

I am extremely interested in labor and employment law, having previously worked in human resources for the National Corporation as well as interned at the Equal Employment Opportunity Commission, where I reviewed discrimination charges, investigated complaints and observed settlement negotiations. Last summer, I worked in the private sector as a law clerk for a small firm with a strong labor and employment law practice. Those experiences have only increased my high level of interest in this area of the law.

I would greatly appreciate your insight and advice as a practicing labor and employment attorney, particularly your thoughts on the practice area, its potential for growth and any opportunities within the field. I welcome the chance to meet with you for an informational interview and will contact you next week to discuss the possibility of a brief meeting. I look forward to speaking with you. Thank you in advance for your time.

Sincerely,

John A. Doe

Enclosure (1)

INTERVIEWING

The purpose of an interview is to exchange information between an applicant and an employer who has determined from the applicant's résumé that he or she possesses credentials and abilities that match the employer's hiring needs. The employer wants to know whether the applicant measures up to his or her credentials and will be a good fit with the employer.

As a candidate, you should use the interview to decide whether the position truly interests you and whether the environment is one in which you will thrive and be comfortable. Preparation and practice are essential to effective interviewing.

Initial Interviews:

Initial interviews are generally granted based on the applicant's résumé. Through the initial interview, the employer aims to identify candidates who possess the necessary qualifications and exhibit enthusiasm and potential for success with the employer. These interviews generally last 20 to 30 minutes.

Research, research, research

It is imperative that you prepare for your initial interview by doing a lot of research. You should research the employer and its structure, areas of practice, involvement in the community, prominent clients, high profile cases and current news items. Research the city the employer is located in, if different than the one in which you currently reside. Finally, research the attorney(s) you will be meeting.

When researching an employer and its attorneys, do not rely solely on the employer's website. While a firm's website has a lot of information about the firm, you do not want to recite the firm's website back to the interviewers. Some additional sources of information are:

- A news search of the firm on Westlaw or LexisNexis
- Area bar journals, many of which are online
- A web search through a search engine like Google (<http://www.google.com>)
- Martindale (<http://www.martindale.com>)

Learn about the city/state/region where you are interviewing

If interviewing in a different city than the one in which you currently reside, it is possible that you will be asked why you are interested in relocating to that city. Be prepared to discuss your interest in the city, as well as the state and region. You want the interviewer(s) to be convinced that you intend to move to the city should you receive an offer.

Learn about the attorney(s) you will be meeting

You should obtain the name(s) of the attorney(s) you will be meeting with prior to your interview so that you can conduct your research. Martindale-Hubbell (<http://www.martindale.com>) provides short biographies of attorneys. In addition, the firm's website should also provide biographical and professional information about its attorneys. You may find that the firm has scheduled interviews with attorneys that share some things in common with you (law school or college *alma mater*, work experience, etc.).

Prepare questions to ask during your initial interview

Be sure to prepare questions to ask during your interviews. It is acceptable to ask the same or similar questions of more than one attorney because you may receive different answers. You can also tailor questions to a particular attorney and his or her practice area or experience. Do not ask questions regarding billable hours, whether associates work on weekends, dress code, attrition rates or other similar questions until you have an offer.

What to bring to an interview

Bring extra copies of your résumé, transcript, writing sample and references – enough for everyone you are meeting and extras, in case other attorneys ask for your information, or are added to your schedule.

What to wear to an interview

Dress professionally. Be sure to take care of the basic hygiene requirements prior to your interview. This is not the time to wear the latest non-professional fashion trends. Men should wear suits. Have a clean shave and neat haircut. No shorts, jeans or sneakers. Women should wear suits (pants or skirts). Hair, nails and make-up should be neat and fresh. Do not show bare arms, sleeveless tops (except under suit jacket), cleavage, glitter or excessive jewelry. No sundresses, shorts or mini-skirts. No open-toe shoes.

Practice

It is a good idea to practice for your interview by scheduling a mock interview with a CDO advisor.

Typical Questions Asked by Interviewers

- Why should we hire you?
- Tell me about yourself.
- Why did you decide to go to law school? Why did you choose UM Law?
- What do you consider your greatest strength? Weakness?
- Where do you see yourself in five years?
- How would a previous employer describe you?
- Do you prefer to work independently or with a supervisor?
- Tell me a little bit about your last job. What did you gain from that experience?
- Why do you want to leave your current employer?

Follow up

Write thank you notes to all of the attorneys you met with and the recruiting coordinator, if one was involved in scheduling your interviews. You should send thank you letters no later than 48 hours after the initial interview. See the “*Thank You, Acceptance and Rejection Letters*” section on page 21 for information on how to draft a thank you letter.

Callback Interviews:

A callback interview is the second level of interviewing that takes place after an initial interview. Some firms do not make decisions on offers of employment until after a candidate has completed a callback interview. A callback interview generally includes interviews with numerous lawyers conducted in a manner similar to an initial interview, and can include lunch or dinner with many attorneys from the firm.

A firm has two main goals for a callback interview: (1) to see whether a candidate is a good fit for the firm; and (2) to sell the firm to the candidate. Firms will determine whether a candidate is a good fit by trying to get to know the person during their time at the office. The interviewers’ goal is to feel like they really know who the candidate is by the end of the day. Interviewers will sell the firm to a candidate by describing the firm’s operation, atmosphere and work through personal experiences they have had with the firm.

At the same time, a callback interview is an opportunity for a candidate to see what life is like for a lawyer at the firm. This may be the only chance for a candidate to get to know the firm before receiving an offer of employment.

The Callback Interview Schedule

There is no set formula for a callback. You could meet with as few as two attorneys, and as many as ten. Some attorneys will meet you in small groups, others individually. These interviews will be a lot like your initial interviews and can last anywhere from 20 minutes to an hour.

Callback schedules can include lunch, or some type of break, such as a catered lunch at the office, a coffee break, a walking tour of the area near the office, etc. Lunch generally lasts an hour to an hour and a half. The purpose of the lunch/break is to provide the attorneys joining you with an opportunity to get to know you. Remember that lunch is still a formal part of the interview. Since lunch usually includes first and second year associates, you should ask questions about their experiences. However, beware of young associates who tell you that you can ask them anything, even about salary and billable hours. Even though they appear open and intimate, do not accept their offer to ask such questions. It is likely they will provide a comprehensive report of your interview with them to the hiring partner.

Follow up

Send thank you letters to all of the attorneys you met with and the recruiting coordinator, if one was involved in scheduling your interviews. You should send thank you letters no later than 48 hours after the callback interview. See the “*Thank You, Acceptance and Rejection Letters*” section on page 21 for information on how to draft a thank you letter.

Conclusion

To obtain additional information about interviewing, review the *Interviewing Guide* and the *Callback Interview Guide*, both available in hard copy at the CDO or online at <http://www.law.miami.edu/career-development-office/pdf/2014/interviewing-guide.pdf> and at <http://www.law.miami.edu/career-development-office/pdf/2014/callback-interview-guide.pdf>, respectively.

SALARY NEGOTIATIONS

It is common for employers to ask about salary requirements during an interview or when an offer is made so you should be prepared to enter salary negotiations whenever you meet with a potential employer. Prior to receiving an offer, you should not raise the issue of salary until the employer does.

Prior to any interview, you need to know what you are worth and what salary you are willing to accept. Some factors that you should consider include the cost of living in the city where the position is located, the economy, the size of the employer and its practice area, your background and experience, your debt situation and your family circumstances. In addition, you should try to determine the market rate for similar positions in the area for someone with your qualifications. Unfortunately, this is not always easy to do. Large law firms who belong to the National Association for Law Placement Professionals (“NALP”) regularly publish first-year associate salaries through the NALP Directory (<http://www.nalpdirectory.com>) and many federal, state and local government salaries are available on individual agencies’ web sites. However, most small and mid-sized law firms do not publish their salary information and it is almost impossible to guess what a firm may pay. Salaries vary depending on a number of factors including the size of the firm, its area(s) of practice and their billable hour requirement. Although it may not be possible to know what a firm will pay, you should still do as much research as possible before meeting with the employer, including contacting friends and colleagues who are in similar positions at other law firms. The goal is to have a general salary range prior to discussing salary with the potential employer.

When you discuss salary with the potential employer, do not act confrontational or adversarial. Always remain open to negotiation. Remember that salary is just one of a number of factors that can influence whether you take a job. Some other factors to consider are:

- **Health Benefits.** Health (medical and dental) benefits can cost thousands of dollars a year. A firm that pays 100% of your health benefits is putting more money in your pocket per year.
- **Retirement Plans.** Ask whether the firm matches any contributions to a retirement plan such as a 401(k). Matching contributions is additional money you can save tax free.
- **Bonus Structure.** Some employers prefer to keep base salaries lower but provide generous bonuses. You need to determine how bonuses are structured and whether you have a realistic opportunity to earn one.
- **Salary Structure.** Find out how often a firm raises salaries or is willing to renegotiate salaries. You may not be happy with the offered salary but may be able to renegotiate in six months.
- **Billable Hour Requirement.** Not all firms require its attorneys to meet billable hour requirements, but many do have a mandatory minimum billing requirement. The more hours you are required to bill, the more hours you must put in at the office. You may not want to accept a higher paying job if it means working longer hours.
- **Miscellaneous.** Other factors to consider are the location of the office and how long your commute is, whether you will be practicing the type of law you are interested in, whether there is potential for partnership and whether you are rewarded for bringing in business.

The list of factors is endless and specific to your needs. You should always think about what matters to you most before entering salary negotiations.

You can find the *Evaluating and Negotiating Job Offers Guide* on the CDO website under “Job Search Publications.” This provides information on factors to consider when negotiating a job offer and also contains online resources for salary information.

THANK YOU, ACCEPTANCE AND REJECTION LETTERS

The purpose of a thank you letter is to thank the interviewer for his or her time, remind the interviewer who you are and express your continuing interest in the particular organization. A thank you letter should highlight an aspect of the interview that will help the interviewer recall the conversation you had.

Thank you letters should be brief and cordial. Mail them within 24 hours following an interview, if possible. If you write to more than one person, make each letter slightly different.

Once an offer is extended, you should respond in writing to accept or deny the offer. If you accept, you may wish to confirm the terms of employment in your letter, such as a starting date, salary and responsibilities. Express enthusiasm and appreciation in joining the organization, and thank the employer for the opportunity you have been given. If you decline, indicate that you are pleased with the offer but have decided not to accept the position for another reason (you have accepted another position, etc.). Thank the employer for his or her time and express your regret at not being able to accept.

SAMPLE THANK YOU LETTER

JOHN A. DOE

12345 San Amaro Drive

Coral Gables, FL 33000

(305) 555-1234

johndoe@email.com

August 10, 2015

Lois Lane, Esquire
Kent, Lane & Olson, P.A.
456 Main Street
Miami, Florida 33300

Dear Ms. Lane:

Thank you for taking the time to meet with me yesterday afternoon about an associate position with Kent, Lane & Olson. Our meeting only heightened my interest in the firm.

Your firm is attractive to me due to the firm's strong labor and employment practice. As we discussed yesterday, my prior clerking experience at a small labor and employment law firm strengthened my research and writing skills and confirmed my interest in this field. I am confident that my skills and personality provide a suitable match with Kent, Lane & Olson and I would feel privileged to join your firm.

I look forward to hearing from you. Please do not hesitate to contact me should you require additional information. Thank you for your consideration.

Sincerely,

John A. Doe

SAMPLE ACCEPTANCE LETTER

JOHN A. DOE
12345 San Amaro Drive
Coral Gables, FL 33000
(305) 555-1234
johndoe@email.com

August 12, 2015

Lois Lane, Esquire
Kent, Lane & Olson, P.A.
456 Main Street
Miami, Florida 33300

Dear Ms. Lane:

Thank you for your offer of employment with Kent, Lane & Olson. I am pleased to accept your offer at a salary of \$60,000 per year.

As we discussed last week, I am available as of September 1st to begin work. I will contact you next week to set a definite starting date. I look forward to a challenging and rewarding experience with Kent, Lane & Olson.

Sincerely,

John A. Doe

SAMPLE REJECTION LETTER

JOHN A. DOE
12345 San Amaro Drive
Coral Gables, FL 33000
(305) 555-1234
johndoe@email.com

August 12, 2015

Lois Lane, Esquire
Kent, Lane & Olson, P.A.
456 Main Street
Miami, Florida 33300

Dear Ms. Lane:

Thank you for your offer of employment with Kent, Lane & Olson. Although I am very pleased that you found my qualifications commensurate with your hiring needs, I will be unable to accept your offer. I have been given an opportunity to practice in the Tampa area and have decided to relocate at this time.

I thoroughly enjoyed meeting with you and truly appreciate the time you invested in considering me for employment.

Sincerely,

John A. Doe

CDO'S USEFUL ONLINE RESOURCES

Job Posting Sites

American Bar Association (http://www.americanbar.org/groups/law_students.html)

The Law Student section contains career resources, including internships, job postings and *pro bono* opportunities.

The Chicago Bar Association Career Center

(<http://l.il.chi.associationcareernetwork.com/Common/HomePage.aspx>)

The Chicago Bar Association has a job board and job opportunities within the legal industry in Chicago.

CDO Symplicity Job Posting Database (<https://law-miami-csm.symplicity.com/students/>)

The CDO maintains a job posting database on Symplicity which lists summer and school year positions for students, as well as attorney postings for UM Law graduates. The site is password protected. To obtain your username and password, please email cdo@law.miami.edu with your full name, graduation month/year, C-number or Cane ID number and preferred email address.

Florida Bar News Classifieds

(<http://www.floridabar.org/DIVCOM/JN/jnnews01.nsf/d0d7bc79a27d346085256b11006ed0d8/5cea7d443b20d45c85256bb900495111?OpenDocument>)

The Florida Bar Classifieds section list available attorney positions throughout the state.

Florida Bar News Career Center (<http://l.fl.bar.associationcareernetwork.com/Common/HomePage.aspx>)

The Florida Bar Career Center section list available attorney positions throughout the state.

Hound (<http://www.hound.com/>)

Hound is a free job search tool that tracks down live, active jobs listed on employers' career pages. The site is not limited to legal positions but the search function allows for searches of specific keywords such as "attorney" or "legal."

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. This is an especially useful tool for out-of-state job searches. The Job Bank is password protected. Please contact the CDO at 305-284-2668 for login information.

Law Bulletin Legal Career Center (http://jobs.lawbulletin.com/lc.cfm?page=rc_index2.cfm)

The Law Bulletin's job posting site contains postings for positions in Chicago and the Midwest.

Law Jobs (<http://www.lawjobs.com>)

Law Jobs allows you to search for jobs nationwide by job category, location or keyword. Includes an ability to search for "J.D. Preferred" and temporary positions as well as (http://lawjobs.com/index.php?action=advanced_search&page=search&keywords=j.d.+preferred&submit=Find+jobs).

Lawyers Weekly Classifieds (<http://classifieds.masslawyersweekly.com/CategoryGroups.aspx?site=LMA01>)

Contains job listings published through Lawyers Weekly newspapers. Job listings are available for the following states: Massachusetts, Michigan, Missouri, North Carolina, South Carolina, Rhode Island and Virginia.

Directories

Avvo (<http://www.avvo.com>)

Avvo is a searchable online legal directory of licensed attorneys in the United States.

Best Law Firms (<http://bestlawfirms.usnews.com/default.aspx>)

U.S. News and Best Lawyers, the leading survey of lawyers worldwide, have joined to rank nearly 9,000 firms in 81 practice areas in 171 metropolitan areas and 7 states. This site is password protected. Call the CDO for the login information.

Law Periscope (<http://www.lawperiscope.com/>)

Allows you to search the profiles of the largest 300 law firms in the country to easily find contact information, attorney profiles, practice areas, branch offices and other online information.

Chambers Associate (<http://www.chambers-associate.com/home>)

Student directory of national and international law firms. Profiles include thoughts from the firm's associates and recruiters on a variety of topics including firm culture, assignments, diversity, compensation and pro bono opportunities. Free copies of the Chambers Associate directory are available in the CDO Resource Room.

Leadership Online (<https://lo.bvdep.com/login.asp?logpass=1>)

This site includes a searchable directory of organizations, including law firms, lobbying firms and state and federal courts. Functions as the online version of the "Judicial Yellow Book." The site is password protected. *Note that this site is restricted to one user at a time. Please contact Karen Warren in the CDO if you are unable to log in after an extended period of time*.

Legal Information Institute (LII) (<http://www.law.cornell.edu/wex/>)

Contains articles on different practice areas with up-to-date links to recent court decisions, state and federal statutory law, blogs and other internet and off-net resources.

Martindale-Hubbell Lawyer and Law Firm Directory (<http://www.martindale.com>)

This site has an online directory of law firms and lawyers around the country. Search for law firms and lawyers by location, area of practice, firm size and law school.

NALP Directory of Legal Employers (<http://www.nalp.org/nalpdirectoryoflegalemployers>)

The annual *NALP Directory of Legal Employers* includes information on more than 1,600 employers nationwide. A web user guide to the online directory is available here: http://www.nalp.org/assets/1283_userguide2008.pdf.

StateLawyers.com (<http://www.statelawyers.com/>)

Offers a range of free resources including a directory of attorneys, practice definitions and contact information for all courts, governments, bar associations and other organizations. The site also provides information about law schools.

Government

FedJobs (<http://www.fedjobs.com/>)

Contains useful information for those applying to federal positions, including available employment opportunities.

Florida League of Cities (<http://www.floridaleagueofcities.com/>)

A listing of current municipal job openings.

Go Government (<http://gogovernment.org/>)

This site is designed to be your guide as you consider, apply and secure federal employment.

Government Honors and Internship Handbook (2015-2016)

(<http://arizonahandbooks.com/>)

Guide to summer and post graduate opportunities for 1Ls, 2Ls and 3Ls with the local, state and federal government. The site is password protected. Please contact the CDO for the login information.

The Hill (<http://thehill.com/>)

This "newspaper for and about the U.S. Congress" contains employment listings.

NALP Federal Legal Employment Opportunities Guide (2014-2015)

(<http://www.psjd.org/getResourceFile.cfm?ID=75>)

For those interested in a career with the federal government. Contains information on legal jobs with federal agencies, tips on how to conduct a job search and information on government benefits including loan repayment assistance.

National Association of Attorneys General (NAAG) (<http://www.naag.org/>)

The most comprehensive online site for the latest developments in the offices of the state Attorneys General throughout the country, including ground-breaking litigation, new appointments and job opportunities.

National Conference of State Legislatures (<http://www.ncsl.org/>)

Site provides opportunities with state legislatures and other public policy positions.

New York City Government Positions (<http://www.gothamgazette.com>) and (<http://www.nyc.gov/portal/site/nycgov/>)

Online job listings of public service positions available at the Gotham Gazette Classifieds and local government positions available at the City of New York site.

Opportunities in Public Affairs (<http://www.opajobs.com/>)

Lists jobs in public relations, legislation, journalism and other fields in nonprofits, corporations and the government in the Washington, DC area. The site is password protected. Please contact the CDO at 305-284-2668 for login information.

PSJD Federal Government Resources ([http://www.psjd.org/Careers in Federal Government](http://www.psjd.org/Careers_in_Federal_Government))

Provides clear, easy-to-read information about where to find federal government jobs and how to apply successfully for those jobs. Use the Content Outline to click through information topic by topic.

PSJD State and Local Government Resources

([http://www.psjd.org/State & Local Government Career Resources](http://www.psjd.org/State_&_Local_Government_Career_Resources))

Provides an extensive list of websites for state and local agencies that hire attorneys and/or law students. It is easily searchable by state, and includes lists for several major cities as well.

Public Policy Handbook (2015)

(<https://law2.arizona.edu/publicpolicyhandbook/login.cfm?CFID=1236562&CFTOKEN=a67fc9494540faf8-ED8AC5EC-5056-95AE-12FF99E93A7C5D78%5C>)

Provides information on public policy opportunities nationwide. The site is password protected. Please contact the CDO for the login information.

Roll Call Jobs (http://www.rcjobs.com/home/index.cfm?site_id=11641)

Features jobs in government affairs, lobbying and related fields. Free registration is required.

State and Local Governments on the Net (<http://www.statelocalgov.net/>)

A directory of official state, county and city government web sites. Many state and local agencies list career opportunities directly on their web sites.

State of Florida ([https://peoplefirst.myflorida.com/peoplefirst\(bD1lbiZjPTIzMA==\)/logon.htm](https://peoplefirst.myflorida.com/peoplefirst(bD1lbiZjPTIzMA==)/logon.htm))

Site for those seeking a career in public service in Florida state government. Searchable by county.

United States Government Office of Personnel Management (<http://www.usajobs.gov/>)

This site is free to use and contains all job openings in the federal government. You may choose to register and have job listings that meet your specified criteria e-mailed to you. Some federal agencies elect to advertise available opportunities on Avue Digital Services (<https://www.avuecentral.com/casting/aiportal/control/avueCentral>) in addition to or in lieu of posting on USAJobs. It is recommended to use both sites when searching for federal positions.

Judicial Clerkships

Eleventh Judicial Circuit of Florida (<http://www.jud11.flcourts.org/>)

List of active civil, criminal, probate and family circuit court judges of the Eleventh Judicial Circuit of Florida located in Miami. Click on "Judges' Directory" to view judges.

Florida State Court Jobs (<http://www.flcourts.org/administration-funding/employment/>)

Provides information on available positions throughout the Florida state court system.

Judicial Clerkships (<http://www.judicialclerkships.com>)

This site provides aspiring judicial clerks with information and advice about clerkships. The site also has an active forum where students and alumni can post questions about the clerkship application process.

National Center for State Courts (<http://www.ncsc.org/>)

Site dedicated to information about state courts. Links to employment opportunities at state courts around the country are available at <http://www.ncsc.org/Education-and-Careers/Jobs/Court-Community-Jobs.aspx>.

OSCAR Online Judicial Database (<https://oscar.symplicity.com/>)

Allows prospective applicants to search for available clerkships.

State of Florida, Third District Court of Appeal (<http://www.3dca.flcourts.org/>)

Active judges in the Third District Court of Appeal in Miami. Click on “Judges” link on the left side of the page.

United States District Court, Southern District of Florida (<http://www.flsd.uscourts.gov/>)

List of active Senior District, District and Magistrate Judges in the Southern District of Florida. These judges sit in Miami, Ft. Lauderdale or West Palm Beach.

Vermont Guide to State Judicial Clerkships (<http://forms.vermontlaw.edu/career/guides/>)

Guide to the procedures for applying for state court judicial clerkships at all levels in all 50 states and some U.S. territories. The site is password protected. Please contact the CDO for the login information.

Public Interest

Equal Justice Works (<http://www.equaljusticeworks.org/>)

Equal Justice Works organizes, trains and supports public service-minded law students and is a national leader in creating summer and postgraduate public interest jobs.

Finding and Funding International Public Service Opportunities 2014 - 2015

(<https://www.psjd.org/getResourceFile.cfm?ID=4>)

Contains information about opportunities with the government, judiciary and non-governmental organizations.

Idealist.org (<http://www.idealist.org>)

Job listings in public service, including human rights positions throughout the world. If you enter your profile, Idealist will send you relevant listings.

National Disaster Legal Aid (<http://www.disasterlegalaid.org>)

Contains resources to persons affected by disasters, legal aid lawyers providing representation and volunteer attorneys wishing to assist others.

National Legal Aid and Defender Association (<http://www.nlada.org/Jobs>)

Lists post-graduate jobs in civil legal services organizations and defender organizations. Searchable by state.

Non-Profit Jobs Organization (<http://www.nonprofitjobs.org/>)

Site listing opportunities with non-profit organizations.

Philanthropy News Digest (<http://www.philanthropynewsdigest.org/jobs>)

Listings of current openings at US based foundations, public charities, corporate programs and nonprofit organizations.

Private Public Interest and Plaintiff's Firm Guide 2007 & 2008 Editions

(<http://hls.harvard.edu/content/uploads/2011/09/2014-private-pi-guide.pdf>)

Provides listings of public interest and plaintiff firms throughout the United States. Guide compiled by the Center for Public Interest Law at Columbia Law School and the Bernard Koteen Office of Public Interest Advising at Harvard Law School.

Public Defender Handbook 2014

(<https://www.psjd.org/uploads/2014PublicDefenderHandbook--PUBLICVERSION.pdf>)

For students looking for internships and post-graduate positions. Contains FAQs about the hiring process with examples of hypothetical questions and simulations, as well as a listing of major public defender offices with entry-level hiring.

Public Interest Specialty Career Guides (<http://hls.harvard.edu/dept/opia/job-search-toolkit/career-and-specialty-guides/?redir=1>)

Prepared by Harvard Law School, this site features guides on a particular practice area. Among the many guides are those on private public interest and plaintiff's firms, civil rights, environmental law and immigration and refugee law.

PSJD (Public Service Jobs Directory) (<http://www.psjd.org/>)

PSJD, formerly PSLawNet, is a unique online clearinghouse for law students and lawyers to connect with public interest job listings and career-building resources. PSJD is a free resource for law students and alumni of subscriber schools to search among thousands of public interest job opportunities and employer profiles. PSJD also offers an online library of educational and career-building resources for those interested in pursuing a career in public service.

Western New York Law Center (<http://www.wnylc.net/jobpost2/default.asp>)

Contains job postings for attorney and intern positions in various public interest organizations in New York.

International

ABA-Section of International Law, Human Rights Committee E-Briefs

(<http://apps.americanbar.org/dch/committee.cfm?com=IC950000>)

Contains organization profiles, job listings and weekly human rights news. Students can sign up to receive the weekly newsletter and also view past issues.

American Society of International Law (<http://www.asil.org/>)

Maintains listings on over 100 organizations and institutions' internship, fellowship and *pro bono* opportunities that include, or directly focus on, the practice of international law.

Foreign Policy Association (<http://www.fpa.org>)

Contains job listings, internships and volunteer opportunities involving foreign policy.

iHipo (<http://www.ihipo.com>)

This site allows registered users to search for internships and jobs abroad. While most of the positions are non-legal, there are a few legal opportunities available which can be found by utilizing the search function. Registration is free.

International/Overseas Jobs (<http://www.overseasjobs.com>)

This site features job opportunities for professionals worldwide.

International Postgraduate Fellowships (2010-2011) (<https://www.psjd.org/getResourceFile.cfm?ID=7>)

Prepared by Columbia University and hosted on the PSJD website, this site contains postgraduate international fellowships that are either based overseas or have an international focus.

Lawyers Without Borders (<http://www.lwob.org/Pages/Default.aspx>)

World's largest group of globally oriented volunteer lawyers. Site lists both employment and internship opportunities.

PAE-REACT (<https://www.pae.com/career-react>)

This is the contractor paid by the United States State Department to select U.S. citizens for seconded jobs with the Organization for Security and Cooperation in Europe.

United Nations Human Resources (<http://www.un.org/en/hq/dm/hr.shtml>)

Can search for legal and other positions with the United Nations. Check under "Human Rights", etc. For information on the competitive exam, see <https://careers.un.org/lbw/home.aspx?viewtype=NCE&lang=en-US>.

Other Areas of Practice

American Bar Association Solo, Small Firm & General Practice Division

(<http://www.americanbar.org/groups/gpsolo.html>)

This site provides resources for solo practitioners and those thinking about entering solo practice. Among the resources are the Solosez email discussion list which is open to all attorneys and law students, regardless of ABA membership, and the solo and Small Firm Resource Center.

American Health Lawyers Association (http://archive.healthlawyers.org/crm_queries/career/main.cfm)

Job listings for health law related positions throughout the country.

American Immigration Lawyers Association (<http://www.aila.org/>)

Contains online job postings for positions in immigration law, as well as a directory of immigration attorneys throughout the country searchable by location, languages spoken and type of practice.

American Intellectual Property Law Association (http://careers.aipla.org/home/index.cfm?site_id=714)

Among the many resources offered by the AIPLA is a job bank containing available positions in IP law. Job seekers can also request personal job alerts and post an anonymous résumé.

Association of Corporate Counsel (<http://www.acc.com/>)

Job postings for attorneys in legal departments of corporations searchable by location or practice area.

Chronicle of Higher Education (https://chroniclevitae.com/job_search/new)

Listing of career opportunities in higher education and other related fields.

Elaw (<http://www.elaw.org/>)

Run by Environmental Law Alliance Worldwide, this site lists organizations worldwide that do environmental work.

Entertainment Careers (<http://www.entertainmentcareers.net/sbjobs/>)

Can search for internships and jobs in the entertainment industry by geographic area or job category.

Law Marketing (<http://lawmarketing.com/>)

Law Marketing provides news and information with articles and videos, provided by leading experts on business development for lawyers.

LLC Hiring Hall (<https://lcc.aflcio.org/public/career-corner/hiring-hall/>)

Resource for law students and attorneys seeking information about union-side hiring opportunities. Contains monthly listing of employment opportunities.

National Collegiate Athletic Association (<http://www.ncaa.org/>)

Employment section contains postings from colleges and universities across the country for those interested in pursuing a career in athletics administration and information about applying for jobs at the NCAA national office.

National Fair Housing Advocate Online (<http://www.fairhousing.com/>)

Provides listings of positions with organizations and governmental agencies dealing with fair housing issues.

Peggy Browning Fund (<http://www.peggybrowningfund.org/>)

The site has job postings, internship opportunities and information about both the Peggy Browning student conference and Peggy Browning Fellowship in the areas of labor and employment law.

Professional Marketing Forum (<http://www.pmforum.co.uk/>)

Job listings in the areas of marketing, client services and finance in Europe, Asia and North America.

Miscellaneous

Heather Jarvis, Student Loan Expert (<http://askheatherjarvis.com/>)

Packed with frequently updated resources for student loan borrowers, this is the go-to site for students and graduates who have questions about student loans. The site offers free webinars, worksheets and multimedia resources.

National Association of Legal Search Consultants (<http://www.nalsc.org/>)

An organization for legal search professionals nationwide.

Professional Facebook Privacy (<https://lawyerist.com/1985/professional-facebook-privacy-in-under-10-minutes/>)

Step by step instructions on how to tailor your Facebook's privacy settings to your professional and personal needs.

Salary Calculator (<http://www.homefair.com/real-estate/salary-calculator.asp>)

Compare salary and cost of living for all regions of the country.

University of Miami Alumni Database (<https://www.miamialumni.net/Default.aspx>)

All students and graduates of UM Law have the ability to access the university wide alumni database and other resources. Select "New Alumni User." Graduates need their personal access code which can be obtained from the mailing label of anything sent to them by UM, by calling 1-866-862-5867 or by e-mailing miamialumni@miami.edu.

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