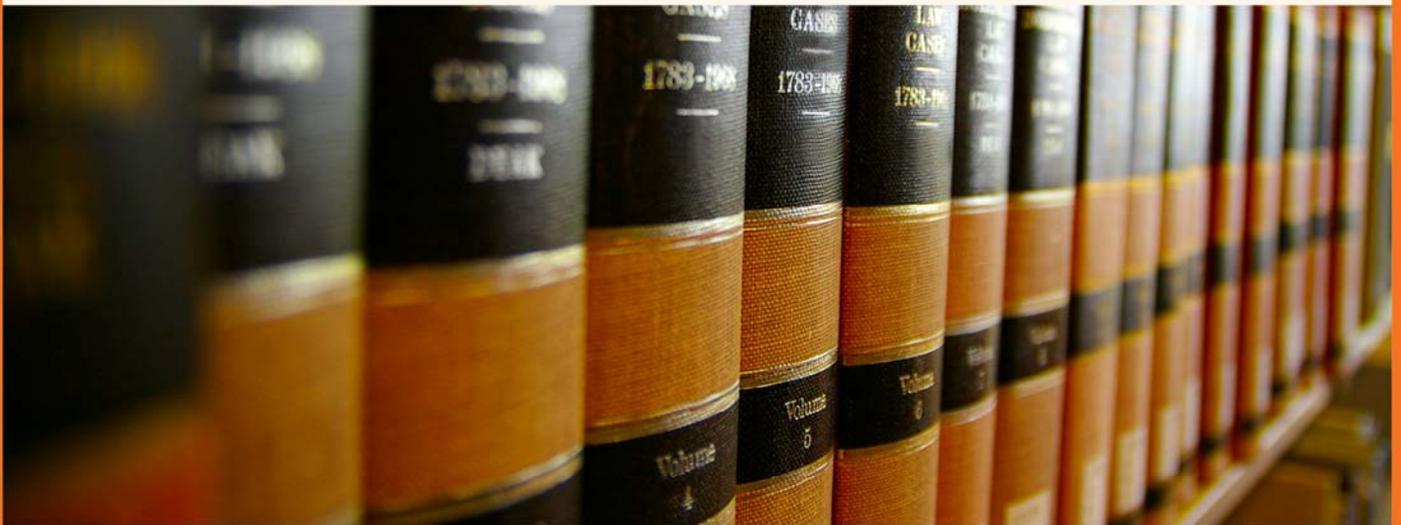




FIRST YEAR GUIDE



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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I. WELCOME

The Career Development Office Welcomes the Class of 2018
to the University of Miami School of Law

We have prepared this booklet to introduce you to the Career Development Office (“CDO”) and the services the CDO offers, to give you a glimpse of the various job opportunities available to law students, and to provide you with general information regarding the job search process. Although the booklet includes detailed information, we strongly encourage you to meet with your assigned career advisor at the CDO during the school year so that she can assist you with your résumé and cover letter; answer any questions you may have; and offer general career guidance.

We look forward to meeting you!

II. INTRODUCTION TO THE CDO

A. Location, Contact Information and Office Hours

The CDO for the University of Miami School of Law 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
E-mail: cdo@law.miami.edu
Website: <http://www.law.miami.edu/cdo>

Fall and Spring Semester Hours

Mondays - Fridays: 9:00 a.m. to 4:30 p.m.

Summer Hours

Mondays - Fridays: 9:00 a.m. to 4:30 p.m.

B. Assistant Dean, Career Advisors and Staff

Marcelyn Cox, Assistant Dean, received her J.D. from Boalt Hall School of Law, University of California at Berkeley. She has eight years of litigation practice in Los Angeles and Miami, and joined the CDO staff in the summer of 1997. mcox@law.miami.edu

Diane Quick, Director, received her J.D. with a concentration in health law from Boston University School of Law. Diane worked for local, state and federal government agencies including as an advisor with the United States Department of Labor. dquick@law.miami.edu

Jessie Howell, Associate Director & Director of Diversity Programs, 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. jhowell@law.miami.edu

Yazmyne Vasquez Eterovic, Associate Director/International LL.M. Advisor, obtained her LL.M. in American Law from Wake Forest University School of Law. Yazmyne has years of international and immigration law experience. yvasquez@law.miami.edu

Karen Warren, Judicial Clerkships Director, graduated from Seton Hall University School of Law in New Jersey. Prior to joining the CDO in the summer of 2004, she was a litigation associate at McElroy, Deutsch, Mulvaney & Carpenter in Newark. kwarren@law.miami.edu

Luevenia Sterling, Associate Director, Professional Development, 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. lstirling@law.miami.edu

Sajani Desai, Assistant Director and Externship Program Manager, obtained her JD from Hofstra University School of Law. Sajani specialized in the music industry, and also has experience practicing family law. sdesai@law.miami.edu

Teresa Rodriguez, Assistant Director/Alumni Advisor, received her J.D. from St. Thomas University School of Law and has over fourteen years of litigation experience, with an emphasis on labor and employment law. trodriquez@law.miami.edu

Debbie Rowe-Millwood - JD Advisor/Special Advisor to JD/MBA, received her law degree from the University of Florida and has practiced in both private and government entities. drowe-millwood@law.miami.edu

Maria Chisholm, Senior Administrative Assistant, provides all administrative support and office management for the Legal Corps Program and coordinates the On-Campus Interview Programs, the Professional Opportunities Program and Job Fairs. mchisholm@law.miami.edu

Brenda Louard, Externship Administrative Coordinator, provides administrative support to the Assistant Dean and the Externship Program Manager. blouard@law.miami.edu

III. CAREER SERVICES AND RESOURCES FOR STUDENTS

The CDO provides career exploration and employment opportunity information in many ways:

A. Individual Counseling

Advisors are available throughout the year to discuss career objectives and the job search process; to participate in mock interviews with students; and to provide advice regarding résumés, cover letters, networking and interviewing techniques. First-year students are assigned an advisor who works individually with them throughout law school. During the first week of November, you should receive a welcome e-mail from your assigned advisor. Also, your assigned advisor should be listed on your Symplicity profile (Symplicity is discussed in more detail on Page 5). If you do not receive a welcome e-mail by early November and your advisor is not listed on Symplicity, please inform the CDO by sending an e-mail to cdo@law.miami.edu.

The Association for Legal Career Professionals (“NALP”) is a national association dedicated to facilitating legal career counseling and planning, recruiting and professional development for law students, legal employers and law school career planning offices (see <http://www.nalp.org> for more information on NALP). According to NALP’s Principles and Standards for Law Placement and Recruitment Activities, law schools should not offer career services to first-year law students prior to November 1st. Therefore, after November 1st of your first semester in law school, we strongly recommend that you meet with your assigned career advisor to discuss job search strategies and to review your résumés and cover letters prior to mailing them to potential employers. Counseling appointments can be made by: (1) scheduling a time in your career advisor’s appointment book, which is available at the CDO reception desk; (2) sending an e-mail to your assigned advisor requesting an appointment; (3) filling out an Appointment Request Form at the CDO reception desk; or (4) calling the CDO reception desk at 305-284-2668. *All first-year students must meet with an advisor prior to the end of their second semester.*

B. Training Sessions and 1L Career Development Workshops

Throughout the academic year, the CDO offers workshops and seminars dealing with many topics, such as job search strategies, judicial clerkships, interviewing techniques, fellowships and résumé and cover letter writing. Students can obtain information about the various programs offered by the CDO by checking: (1) the flyers posted on the bulletin boards inside and outside the CDO; (2) their student e-mails; (3) the CDO blog available at <http://cdo.law.miami.edu/>; (4) the CDO newsletter, which is emailed bi-weekly and also available on the CDO website; and (5) the CDO website at <http://www.law.miami.edu/cdo>.

At the beginning of the spring semester, the CDO holds a 1L Career Development Workshop to explain in greater detail the job options and resources available to students in their first year of law school and beyond.

C. Mock Interviews

Advisors are available to conduct mock interviews throughout the year. Mock interviews are a great tool for practicing interviewing skills, and even experienced interviewees can benefit from the exercise. Additionally, in preparation for fall on-campus interviewing (“OCI”), the CDO offers a formal Mock Interview Program, with participation from local attorneys, at the beginning of the academic school year. You will be eligible to participate in this program in your second year of law school, and will receive detailed information regarding the program during the summer after your first year of law school.

D. Informational Career Fair

Each March, the CDO invites dozens of attorneys from law firms, government agencies, public interest organizations and corporations to visit campus to speak with students about their legal careers. The Informational Career Fair is typically held on the Bricks, and offers students the opportunity to ask practicing attorneys about career options, areas of practice and their personal experiences.

E. Job Postings

1. Symplicity

The CDO maintains a web-based job posting system called *Symplicity* for law students. Local and national employers who wish to employ law students throughout the academic year and during the summer post their job openings on this system. Each job posting is listed until the deadline specified by the particular employer, or for one month, if a deadline is not specified. Beginning November 1st, information on how to access Symplicity, as well as your Symplicity login information, will be sent to the e-mail address you provided to the Registrar’s Office at the beginning of the school year. If you do not receive this information by November 3rd, inform your career advisor, and she will send the login information to you via e-mail.

In addition, binders containing hard copies of all job postings are available at the CDO reception desk, and can be checked out for use in the CDO Resource Library.

2. Intercollegiate Job Bank

Students have access to job postings from various law schools across the nation via the Intercollegiate Job Bank. The Job Bank, a valuable tool for out-of-state job searches in particular, can be found at https://www.law2.byu.edu/Career_Services/jobbank/. The site is password protected and students should contact their CDO advisor for the login information.

F. Career Development Office 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. Students are able to RSVP online for events and easily add events to their Microsoft Outlook calendar. All students can easily access the Calendar by visiting Symplicity. Students must log on using their University of Miami School of Law (“UM Law”) email and password to access the site.

G. Career Development Office Blog

The CDO maintains a blog (<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.

H. Career Development Office Twitter

The CDO is on Twitter. We are @umlawcdo (<https://twitter.com/search?q=umlawcdo&src=typd>) Connect with us to get our tweets.

I. Martindale-Hubbell Law Directory

The *Martindale-Hubbell Law Directory* (<http://www.martindale.com>) contains information on more than one million lawyers and law firms worldwide, and is an excellent research tool for students seeking employment both in Florida and outside of Florida. This resource allows students 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 UM Law alumni practicing real estate law in California or for all law criminal law firms in Utah.

J. Resources for Out-of-State Job Searches

In addition to the Intercollegiate Job Bank and *Martindale-Hubbell Law Directory* mentioned above, law students seeking employment outside of Florida can take advantage of the resources and programs listed below. It is also very important for these students to meet with their career advisors to discuss strategies for out-of-state networking and job searches.

1. Out-of-State Job Search Guide

Each year, the CDO updates its *Out-of-Town Job Search Guide* which can be found on the CDO website under “Current Students” and then “Job Search Publications.” It is also available in the CDO Resource Library.

2. Job Fairs

Students interested in getting exposure to employers outside of Florida should consider attending job fairs. The School of Law participates in several job fairs as part of a consortium of law schools. In April, first-year students who plan on participating in job fairs during the fall of their second year will be asked to submit a Job Fair Pre-Registration Form to the CDO. Some of the job fairs in which the UM Law participates are the following:

- ***Equal Justice Works Career Fair and Conference*** (Late October, Washington, D.C.)
- ***Heartland Diversity Legal Job Fair*** (August or September, Kansas City, MO)
- ***Hispanic National Bar Association Career Fair*** (Early fall, location varies)
- ***Los Angeles Resume Collection Program (LARC)*** (Los Angeles, CA)
- ***National Black Prosecutors Association Job Fair*** (July, location varies)
- ***Patent Law Interview Program*** (Late July, Chicago, IL)
- ***Southeastern Intellectual Property Job Fair*** (Late July, Atlanta, GA)

3. Videoconferencing

Through the University of Miami's Information Technology Department, the CDO has the capability to furnish access to videoconferencing equipment for interviewing purposes. Using this videoconferencing technology, law students can interview with judges, law firms and other organizations outside of Florida, without having to actually travel to such out-of-state destinations.

4. Reciprocity

While reciprocity will not be available to you until your third year of law school, we mention it here because it will, no doubt, be a very helpful resource should you decide to use it in the future. Law schools approved by the American Bar Association ("ABA") participate in a reciprocal arrangement with each other, which allows third-year students and graduates access to another law school's job postings and other career resources. Each law school determines its own policy, and grants the privilege solely at its discretion, and usually on a one-to-one basis. For more information on reciprocity, please speak with your career advisor and visit the CDO website at:

<http://www.law.miami.edu/career-development-office/reciprocity-policy.php?op=2>.

K. Publications and Library Resources

The CDO Resource Library contains many resources for students, such as:

- Directories and books providing information on various areas of legal practice;
- The *NALP Directory of Legal Employers* detailing the hiring criteria of member employers;
- Federal, state and local government information;
- Publications on conducting national and international job searches;
- Books on topics such as interviewing, résumé writing and cover letters; and
- Local and national newspapers, many of which contain job opportunities, important legal articles and employer contact information.

The CDO also provides students with access to fax and copy machines, computers and a printer for use in their job search.

IV. FALL/SPRING RECRUITING PROGRAMS

Each fall, there are a number of programs, job fairs and other organized hiring opportunities for summer and post-graduate positions. Generally called “Fall Recruiting” this period of time, which lasts from July through December, contains opportunities with the private sector, government agencies, members of the judiciary, public interest organizations and corporate legal departments.

“Spring Recruiting” is a collection of programs coordinated by the CDO for employers interested in interviewing UM Law students for summer and post-graduate positions. Spring Recruiting generally takes place between February and April. The following programs are part of fall and spring recruiting:

A. On Campus Interview (“OCI”), Resume Referral and Direct Contact

OCI Program Each fall and spring, employers visit campus to interview students for summer and post-graduate positions. Fall OCI features law firms, corporations and government agencies interviewing second-year and third-year law students and LL.M. students. *First -year students are NOT eligible to participate.* Spring OCI features small and mid-sized law firms, corporations, government agencies and public interest organizations. *First -year students are eligible to participate in this program.* In February, the CDO holds Symplicity/OCI Training sessions to teach first-year students how to participate in the Spring OCI Program.

Resume Referral/Direct Contact Program The CDO also administers its Resume Referral and Direct Contact program. The Resume Referral and Direct Contact program provides an opportunity for employers unable to visit campus to receive applications from UM Law students. Direct Contact employers elect to have students send their applications directly to them. This program is open to second-year and third-year law students and LL.M. students during the fall and is open to all students during the spring.

B. Externship Program

The UM Law Externship Program (“Externship Program”) is available in the fall and spring semesters, as well as during the summer. It places students in a direct working relationship with local, national and international corporations, government agencies, public interest organizations and the judiciary for academic credit. Students gain practical legal experience by working under a lawyer’s supervision. Law firms do not qualify for the Externship Program. Students may apply to externship placements through the CDO or secure their own externship placement subject to the CDO Externship Program Committee’s approval.

The application process for the Externship Program takes place at various points during the academic year:

For Fall Semester Externships Application period occurs during the early summer, usually in June. Open to second-year and third-year law students.

For Spring Semester Externships Application period occurs during Fall Recruiting. Open to second-year and third-year law students.

For Summer Externships Application period occurs during Spring Recruiting. Open to first-year and second-year law students.

V. CAREERS IN LAW

A. Law Firms

Working for a law firm during your first summer enables you to build upon what you learned in law school with invaluable practical experience. It also enhances your résumé and helps you to network with practicing attorneys. Law firms recruit students throughout the year; however, you should note the information set forth below.

1. Large Law Firms

Large law firms are able to project their growth and hiring needs better than smaller firms and, therefore, hire most of their summer associates through fall OCI programs throughout the country. While most of their summer associates are second-year students, some large firms hire first-year students. You can find out which firms hire first-year students by consulting the *NALP Directory of Legal Employers*, which is available online at <http://www.nalpdirectory.com>. Please note that, according to NALP's Principles and Standards for Law Placement and Recruitment Activities, prospective employers and first-year law students should not initiate contact with one another prior to December 1st. All NALP-member firms (which tend to be the large firms) adhere to this guideline.

2. Small and Mid-Sized Law Firms

Small and mid-sized law firms offer more employment opportunities to first-year students than large firms. Many of these firms post open positions on Symplicity, and some participate in our Spring OCI program. Also, first-year students can contact these firms directly by sending their cover letters and résumés to them even if the firms do not have published job postings at the time. The *Martindale-Hubbell Law Directory* (<http://www.martindale.com>) is a great research tool for this type of self-initiated job search. We suggest that you meet with your career advisor to discuss this further before you begin to contact these firms.

B. Government

1. Federal Government

The federal government offers career opportunities in a broad range of legal fields such as admiralty, banking, trade regulation, taxation and finance, labor law, communications regulation, international law, energy law, antitrust, patent law, public utilities regulation, criminal and constitutional law. For specific information on the role of attorneys in a particular agency, refer to the *Federal Yellow Book*, which is available online at <http://www.leadershipdirectories.com>, and *Now Hiring: Government Jobs for Lawyers*, which is available in the CDO Resource Library.

The *Government Honors & Internship Handbook* contains detailed information about summer employment for first-year students, and hiring information and application deadlines for many federal agencies. The Handbook is available in the CDO Resource Library or online at <http://arizonahandbooks.com/>. The site is password protected and students should contact their CDO advisors for the login information.

Another good resource is the Office of Personnel Management link (<https://www.usajobs.gov/>). It lists government jobs in all agencies, according to the criteria you select. The *Federal Legal Employment Opportunities Guide*, a publication of NALP and PSJD, also contains information about the benefits of a career in the federal government; a look at the various kinds of work attorneys perform; an overview of where the most attorney jobs are (and will be) in the executive branch; resources for finding an ideal opportunity; and tips on the application process. (<http://www.psjd.org/getResourceFile.cfm?ID=75>).

Finally, the *NALP Directory of Legal Employers* (<http://www.nalpdirectory.com>) also has information on some government agencies, including contact information and hiring criteria.

You should keep in mind that several of the largest federal agencies have formal recruitment programs for second- and third-year law students. Through these programs, federal agencies interview candidates in early fall and make offers by December. If you are interested in a summer clerkship with a government agency, check with the CDO immediately upon returning to school in the fall of your second year.

2. Local and State Government

An increasing number of opportunities are available to law students in local and state government agencies. Ideally, you should start applying for summer employment at local and state government agencies no later than mid-spring semester. However, most of these agencies are willing to hire students, as long as there is space available. An effective way to obtain information about internship opportunities at local and state agencies is to visit the website of the specific agency in which you are interested. Usually, the specific agency's website will provide detailed information regarding its internship program. Additionally, all states have "State Offices" in Washington, D.C. These are listed in the *Washington Information Directory*, which is available in the Law Library.

To obtain more information on opportunities with local and state government, as well as contact information for many local and state agencies in Florida, such as the Miami-Dade State Attorney's Office, the Miami-Dade County Public Defender's Office, the State of Florida Attorney General's Office and the City of Miami Attorney's Office, review your emails periodically and visit the CDO blog, newsletter and Symplicity.

C. Judicial Internships

A judicial **internship** is an opportunity for a law student to work with a judge while attending law school. A judicial **clerkship**, on the other hand, is an opportunity to work with a judge *after* graduating from law school. In this Guide, we have focused on judicial internships since they are currently more relevant to you. Should you wish to obtain more information on judicial clerkships, refer to the *Judicial Clerkship Guide*, which is available online and in the CDO Resource Library, or make an appointment to meet with Karen Warren, our Judicial Clerkships Director.

Internship positions are available at the federal and state court levels, both throughout the academic year and during the summer. Depending on the court, an intern will typically attend court proceedings, assist in drafting memoranda and opinions and conduct research for the judges. The process for applying for an internship varies by state and court.

When applying for an internship, it is recommended that you first have your résumé and cover letter reviewed by a CDO advisor. Once you have a complete résumé and cover letter, and have decided where you wish to intern, you should do the following:

- Call the chambers of the judges for whom you would like to intern, and ask their judicial assistants if the judges are accepting applications for interns.
- Please also meet with your CDO advisor as she can give you more specific information on the application process for state and federal judicial internships.

The timing of judicial internship applications depends largely on the jurisdiction and level of the court system. Federal judges begin to interview and hire summer interns late in the fall semester. Students interested in interning with a state appellate level judge should anticipate applying in late fall as well. Students interested in working with a state trial level judge should begin applying during the spring semester. There are more judges at the trial level than appellate level, so these positions typically do not fill up as quickly.

1. Specifics for Federal Judges

You should visit <http://www.uscourts.gov/> to obtain the addresses and phone numbers of any judges with whom you are interested in working. Alternatively, you may find this information in the latest edition of the *Judicial Yellow Book*, which is available in the CDO Resource Library. These sources list all Senior, District and Magistrate Judges throughout the country.

Once you have contacted the judges, and know which ones are accepting applications for internships, we recommend that you personalize your cover letter and send it, along with your résumé, to each judge for which you would like to intern. Typically, in Miami, you initially send only your résumé and cover letter. If the judge is interested, he or she will ask you for your transcript and/or writing sample. However, if you prefer to send your writing sample and transcript in your initial mailing, you may do so. For judges elsewhere, you should include all of your documents in your initial mailing.

2. Specifics for Florida State Appellate Court Judges

Please visit <http://www.flcourts.org/florida-courts/district-court-appeal.stml> to gather contact information on state appellate judges. Thereafter, follow the same procedure as above.

3. Specifics for Florida State Trial Court Judges

Judges in Miami are part of the Eleventh Judicial Circuit - <https://www.jud11.flcourts.org/>. Each judicial circuit in Florida has its own website which can be found on the umbrella site of <http://www.flcourts.org/florida-courts/trial-courts-circuit.stml>. Thereafter, follow the same procedure as set forth above.

4. Specifics on Judges Outside Dade County or Florida

If you are interested in interning for federal or state judges outside of Dade County, or outside of Florida, please consult:

- The *Judicial Yellow Book*;
- The websites <http://www.uscourts.gov/> or <http://www.judicialclerkships.com/> to see links to the federal courts of other states;
- The National Center for State Courts (<http://www.ncsc.org/>) provides a comprehensive list of state court websites (including State Court Structure Charts);
- The *Vermont Guide to State Judicial Clerkship Procedures*, which is available in the CDO Resource Library and online (this is essentially a clerkship guide, but the names and addresses of the judges and information about the courts contained therein and can be helpful to you).

The process for applying to these judges is the same as the process discussed above for Florida judges.

5. Protocol for All Judges

If a judge offers you a position, you should accept immediately. Therefore, if you think you would prefer to work for a federal district court judge, apply only to those judges first. Once you have applied to those judges, wait 10 days to 2 weeks, and then call their chambers to follow-up on the status of your application. Introduce yourself, and politely ask the judicial assistant if the judge has had a chance to look at your résumé and cover letter. If the judge has not yet reviewed your application, ask when you should check back and follow-up accordingly (however, do not make more than 3 phone calls in 10 days; after that, move on to the next judge). Follow this process for all the federal judges until you are satisfied that none of them is going to offer you a position. Once these judges are off your list, move on to the state appellate court judges and follow the same process.

If you do not have a preference regarding where you intern, then you can send all of your application materials at the same time, and accept a position with the first judge to make you an offer.

If you get an interview, we recommend that you conduct research on the judge prior to the interview. Please pick up a copy of the *Judicial Clerkship Guide*, which contains tips and information that are also applicable to interviewing for judicial internships. In addition, meet with your CDO advisor to learn more about what a judicial interview entails.

D. Public Interest

The role of public interest law is to promote the representation of the underrepresented; to promote equal access to the legal system for all; and to raise society's consciousness regarding social and political issues that affect all of our lives. The following is a brief overview of some of the various types of public interest organizations: Civil Rights Groups; Women's Law Centers; Civil Liberties Groups; Legal Aid Societies; Group Legal Services; Public Defender Offices; Childrens' Rights Centers; Prisoners' Rights Centers; Disability Law Centers; Social Action Organizations; Public Interest-Oriented Law Firms; Bar Associations; and *Pro Bono* Programs.

Summer employment with a public interest organization can be both interesting and very helpful to your legal career, whether you intend to make a career in public sector law or not. There are public interest opportunities in almost every substantive area of law, and internships in public interest can translate into experience in a field of law that you eventually want to practice.

If you are thinking that public interest is where you would like to begin your career, it is imperative that you get as much experience as possible because public interest employers tend to primarily hire based on experience. Additionally, you will find that the public interest community all know one another, and if you make a good impression on them, finding a job after graduation is that much easier.

One way to learn about public interest is to read about it; a better way is to get involved.

HOPE (Helping Others Through *Pro Bono* Efforts) is the Public Interest Resource Center at UM Law. HOPE offers ongoing volunteer and advocacy opportunities, as well as a Public Interest Lecture Series. HOPE also sponsors public interest fellowships. You can visit HOPE at <http://www.law.miami.edu/hope/>.

Another way to learn about the field of public interest law is to do *pro bono* work (volunteer) for one or more of the public interest offices located either in the Miami area, or throughout the country. The place to begin looking for a public interest position is at <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. s a collaborative project among over 200 American and Canadian law schools, **PSJD is a free resource** for law students and alumni of subscriber schools to search among thousands of public interest job opportunities.

PSJD also has a comprehensive list of all the major summer and post-graduate fellowships available in its fellowship corner. Fellowships are a great opportunity for students interested in pursuing a career in public interest law. Post-graduate fellowships are awarded after law school graduation for a fixed period of time, while summer fellowships or semester fellowships are available to students during their first and second summers of law school, and during the academic semesters. Some fellowships are paid and others are unpaid.

Below is a list of some of the fellowship opportunities available to students during the first summer of law school. Please speak with your advisor to identify other fellowship opportunities.

UM Law Summer Fellowships:

HOPE Fellows Program

(<http://www.law.miami.edu/hope/hope-fellows.php?op=3>)

Summer Public Interest Fellowship Program

(<http://www.law.miami.edu/hope/summer-public-interest-fellowship-program.php>)

National Summer Fellowships:

Equal Justice America Legal Service Fellowships

(<http://www.equaljusticeamerica.org/>)

ABA Janet D. Steiger Fellowship Project (consumer protection/antitrust)

(http://www.americanbar.org/groups/antitrust_law/awards_fellowships/steiger_fellowship_project.html)

ABA Judicial Intern Opportunity Program

(http://www.americanbar.org/groups/litigation/initiatives/good_works/judicial_intern_opportunity_program.l)

Equal Justice Works' Americorps Program

(<http://www.equaljusticeworks.org/law-school/amicorpsjd>)

Florida Supreme Court Internship Program for Distinguished Florida Law Students

Google Policy Fellowships

(<http://www.google.com/policyfellowship/>)

U.S. Securities and Exchange Commission's Summer Honors Law Program

(http://www.sec.gov/jobs/jobs_students.shtml)

E. Corporations and Additional Organizations

1. Corporate Counsel

Corporate legal staff, like corporations themselves, vary in size, from one attorney to a staff of over 200 attorneys. Since corporate positions are competitive, a student interested in them should start networking during law school by joining bar associations and relevant student organizations, and attending the seminars and functions sponsored by these associations and organizations. For more information, refer to the *Directory of Corporate Counsel* and the NALP pamphlet, *Going In-House: A Guide for Law Students and Recent Graduates*, both of which are available in the CDO Resource Library.

2. Accounting Firms

Over the past decade, the work of public accounting firms has increased in both scope and volume. Although the main business of accounting firms involves auditing, tax planning and management services, these organizations are also involved in the same work handled by private tax practitioners, including mergers and acquisitions, estate planning, foreign taxation and corporate reorganizations. In addition, many public accounting firms have diversified to provide a broad range of business planning and consulting services to a variety of clients.

3. Banking

Trust departments in banks employ law graduates to advise on matters of probate, personal trusts, pension, corporate and profit sharing trusts. The consumer lending departments, credit departments (commercial loans) and personnel departments (employment discrimination and civil rights law) of banks also employ law graduates.

4. Associations

Washington, D.C. is the “association city,” with hundreds of trade, professional and recreational association headquarters. These organizations are involved in activities ranging from policy studies to monitoring and influencing legislation and many employ individuals with legal training to do legislative and regulatory work, administrative, managerial and communications functions. Good sources of information on associations are the *Washington Information Directory* and the *Encyclopedia of Associations*, and both are available in the Law Library.

5. University Counsel

The number of in-house counsel at colleges and universities has grown dramatically since the late sixties. University counsel work with legal questions involving contracts, gift planning, labor relations, as well as with issues particular to educational institutions. The National Association of College and University Attorneys (“NACUA”) is comprised of attorneys who serve as in-house counsel and attorneys who work for firms that represent educational institutions. NACUA’s website can be found at <http://www.nacua.org/>.

F. Alternative Legal Careers

There are numerous career alternatives for the individual with a law degree who does not want to pursue traditional legal practice. Today, many students begin law school with no intention of practicing law. Others, in the course of their law school studies or during their careers as attorneys, decide to combine law with another discipline and accept positions in alternative fields. Before making such a career decision, you should:

- analyze carefully the pros and cons of a career change;
- understand your personal motivation and assess your long term career goals;
- recognize that the process of changing careers is often a lengthy and gradual one.

A helpful resource for non-traditional legal careers is the job search publication titled *Alternative Careers Guide for Lawyers*, available in the CDO Resource Library. Students contemplating alternative careers should meet with their career advisors to discuss this further.

VI. APPLICATION MATERIALS AND PROCESS

A. Résumés

A résumé is generally your introduction to a potential employer. As such, your goal should be to produce a results-oriented résumé that compels an employer to contact you for an interview. A résumé is a timeline of your past educational and professional experiences, and a marketing tool aimed at producing a job interview. Since a résumé merely provides a brief glance at your accomplishments, it must grab the attention of employers and should motivate them to contact you. Résumés should be one page in length. Obviously, you cannot possibly list everything about yourself in one page, so you must carefully choose which information you will include, keeping in mind those qualities that best reflect the kind of lawyer you will be. For more information on résumés, please meet with your career advisor and pick up a copy of the *Résumé Guide*, which is available in the CDO Resource Library and on the CDO website under “Current Students” and then “Job Search Publications.”

B. Cover Letters

A cover letter is usually your first opportunity to impress an employer. An effective cover letter can make you stand out from hundreds of applications on an employer’s desk. Your letter should demonstrate the relationship between the needs of that employer and your unique skills and experience. You should avoid using form or generic letters which do not distinguish you from other applicants. If possible, address your cover letter to a specific individual such as the hiring partner, the on-campus interviewer or recruitment coordinator. Cover letters should be one page in length. For more information on cover letters, please meet with your career advisor and pick up a copy of the *Cover Letter Guide*, which is available in the CDO Resource Library and on the CDO website under “Current Students” and then “Job Search Publications.”

C. Writing Samples

Your writing sample should represent your best piece of legal writing, and should include extensive legal analysis or argument based on relevant case law. If you are currently enrolled in, or have just completed, your first year writing class, you have a large body of writing from which to choose a sample. Choose carefully and make sure to clean up any weak areas, such as citation errors or circuitous arguments. Also, do not simply copy part of your appellate brief or your last open memorandum. Review the sample as if you were doing it for the first time. Shepardize all the cited case law to ensure it is still good law, and include some discussion of any new opinions on point. You never know who will be reading the sample, and it could be brought to the attention of an attorney within the firm who has just completed extensive research in the area of the law upon which your sample is based. As a general rule, your writing sample should be 5-10 pages in length.

The CDO does not review writing samples but students may work with their LComm professor or the Academic Achievement Program Writing Dean’s Fellows to perfect their writing samples. Writing Dean’s Fellows may not review LComm class assignments in draft or final form.

Remember: Grammar and punctuation must be perfect. **Plagiarism** can be deadly. **Typos** are the kiss of death.

D. Transcripts

Some employers request law school transcripts. Unless they specifically request an official transcript, you may submit an unofficial one. Your unofficial transcript may be accessed at CaneLink and you may cut and paste it onto a Word or PDF document. Official transcripts must be requested from the Registrar's office.

E. List of References

Some employers will request a list of references during the interview process. A reference list should include the names, addresses, phone numbers and e-mail addresses of three to four professionals – preferably a hybrid of professors and past employers – who will speak highly of your abilities. Before listing someone as a reference, make sure to ask his or her permission and to provide him or her with a copy of your résumé.

F. Interviewing

Interviewing is a learned skill, and preparation for an interview is a MUST. Take time to research the employer you will be interviewing with on a given date. What is the employer like – conservative or modern? What types of law does the employer practice? What is the employer specifically looking for at the time of the interview? Also, take time to think about your own goals, strengths and weaknesses. What do you have to offer this employer? What are your assets? What sets you apart from your classmates interviewing for the same position? You should develop a “marketing pitch” before attending the interview. We suggest that you pick up a copy of the *Interviewing Guide*, which is available in the CDO Resource Library and on the CDO website under “Current Students” and then “Job Search Publications.” Also, sign up for a mock interview before you begin interviewing for jobs. You can speak with your career advisor about scheduling the mock interview.