# TABLE OF CONTENTS

## CHAPTER 1  INTRODUCTION TO THE CAREER CENTER .................................................. 2  
    Welcome .................................................................................................................. 2  
    Services ................................................................................................................ 3  
    Career Center Resources ...................................................................................... 4  
    NALP: The National Association for Law Placement ............................................ 9  

## CHAPTER 2  YOUR CAREER PATH .............................................................................. 10  
      Starting Your Legal Career .................................................................................. 10  
      1L Summer .......................................................................................................... 10  
      2L Summer .......................................................................................................... 10  
      Work During the Academic Year ........................................................................ 11  
      Externships ......................................................................................................... 11  
      Post-Graduate Employment .................................................................................. 11  
      The Bar Exam ...................................................................................................... 12  
      Employment Settings .......................................................................................... 13  
      Private Practice ................................................................................................... 13  
      Business/In-House ............................................................................................... 18  
      Public Interest Organizations ............................................................................. 19  
      Government Agencies ......................................................................................... 21  
      The Judiciary ....................................................................................................... 23  
      Academia .............................................................................................................. 24  
      Non-Legal Careers ............................................................................................... 24  

## CHAPTER 3  JOB SEARCH CORRESPONDENCE ...................................................... 25  
      Resumes ............................................................................................................... 25  
      Resume Examples .................................................................................................. 35  
      Resume Evaluation Checklist .............................................................................. 40  
      Cover Letters ...................................................................................................... 41  
      Cover Letter Examples ......................................................................................... 45  
      Writing Samples ................................................................................................... 52  
      Writing Sample Cover Sheet Examples ................................................................ 53  
      Reference Lists ................................................................................................. 55  
      Reference List Example ...................................................................................... 56  
      Transcripts ........................................................................................................... 57  
      Application Submission ....................................................................................... 58  
      Addressing a Request for Salary Requirements .................................................. 58  
      Following Up on Your Applications .................................................................... 60  
      Thank You Letters ............................................................................................. 61  
      Thank You Letter Examples ............................................................................... 62  
      Acceptance Letters ............................................................................................. 64  
      Letters Declining an Offer .................................................................................. 65  

## CHAPTER 4  INTERVIEWING ...................................................................................... 66  
      Preparation .......................................................................................................... 66
CHAPTER 5  NETWORKING AND INFORMATIONAL INTERVIEWS

How to Initiate Informational Interviews .......................................................... 78
Informational Interview Preparation ................................................................. 79
Follow Up ........................................................................................................... 81
Examples of Informational Interview/Networking Emails ................................. 82
Example of Informational Interview/Networking Thank You Letter .................... 84

APPENDICES ....................................................................................................... 85
Appendix A: Career Center Professionalism Agreement ..................................... 86
Appendix B: Job Posting, Networking, and Career Resources ............................. 87
Appendix C: Excerpt of NALP Principles and Standards .................................. 102
Appendix D: Rules for Reporting Law School Grades ..................................... 107
Appendix E: Action Verb List ............................................................................ 116
Appendix F: Build Your Own Business Professional Look ................................ 124
CHAPTER 1

INTRODUCTION TO THE CENTER FOR PROFESSIONAL DEVELOPMENT & CAREER STRATEGY

WELCOME

The Emory University School of Law Center for Professional Development & Career Strategy (Career Center) team strives to be your partner in securing summer, part-time, and post-graduate employment. The Career Center offers many services to assist you in your job search, including: (i) developing a customized job search strategy through one-on-one advising sessions; (ii) equipping you with resources for building relationships within the legal community; (iii) reviewing cover letters and resumes; (iv) conducting mock interviews with individualized feedback; (v) providing job opportunities through various job fairs and online job postings; and (vi) offering educational programming to promote employment opportunities, professional development, networking and interviewing skills. We encourage you to take advantage of the services and resources the Career Center offers to support your job search efforts.

The Career Center disseminates information and updates via email, Symplicity, and Social Media platforms (Facebook, Instagram, and Twitter). Additionally, this Career Strategy Guide (Guide) provides a wealth of information to start you in the right direction. One of the most important things you can do to help yourself in your job search efforts is to monitor announcements and information from the Career Center. Additionally, please review the Student Professionalism Agreement in Appendix A.

The Career Center collaborates closely with the Center for Public Service which advises students interested in postgraduate judicial clerkships, public interest and government employment, and fellowships. Services provided by the Center for Public Service include individual career counseling and advising, support for judicial clerkship and public sector career fairs, specialized programming, assistance finding opportunities for pro bono volunteer opportunities, and support for summer grants and the loan repayment assistance program.

HOW TO STAY IN THE LOOP

Career Center Website

The Career Center Students page on the Emory Law website (http://law.emory.edu/careers/for-students/index.html) contains information regarding the Career Center’s services, events, announcements, and resources.

Career Center Announcement Page

The Career Center Announcements page on the Emory Law website (http://law.emory.edu/careers/for-students/announcements.html) contains timely information about career-related panels, presentations, and events; On-Campus Interview (OCI) and job application deadlines; and useful advice and resources. Check it regularly.
Career Center Social Media

The Emory Law Career Center Social Media consists of Facebook, Twitter and Instagram. Please follow us for the most up to date information about career events, workshops and job postings.

SERVICES OFFERED

- Individualized Career Advising
- Resume/Cover Letter Review
- Career Readiness Programs and Events
- Job Postings/Symplicity
- OCI and Off-Campus Interview Programs
- Mock Interviews/Interview Preparation
- Alumni Connections
- Employer Outreach to Local, Regional and National Legal Communities
- Career Center Resource Library
- Legal Compass

Individual Career Advising

You are assigned to a career advisor for highly individualized strategy sessions. You can make an appointment to meet with your advisor via Symplicity. We want to get to know you and learn about your interests, priorities, and career goals. Appointments address topics such as customized job search strategies, tips on networking, professional development, resume and cover letter preparation, and preparing for the interview process.

To set up a one-on-one advising appointment, please schedule one via Symplicity. All appointments must be scheduled at least 24 hours in advance. When meeting in person, please check in at the reception desk located in G114.

Students interested in postgraduate judicial clerkships, public interest and government employment, and fellowships continue to work with their assigned career advisor but also work with the Assistant Dean for Public Service Rita A. Sheffey. To schedule an appointment with Dean Sheffey, email your resume and current transcript to rita.sheffey@emory.edu.

Resume / Cover Letter Review

Your career advisor is available for resume and cover letter preparation and review. You are required to prepare a resume using one of the templates the Career Center provides and follow the guidelines in this Guide for drafting cover letters. Our experienced Career Center staff has prepared the templates and guidelines with feedback from various employers. Please review Chapter 3 of this Guide for further instruction and access electronic versions of the resume templates in the Symplicity Document Library.
To obtain the most effective and comprehensive resume and cover letter review, please provide an electronic copy of your resume and cover letter in Microsoft Word (Word) format to your advisor at least 24 hours before your advising appointment. Once your resume is approved, please upload the new version in both Word and PDF format to Symplicity.
Career Readiness Programs and Events
Throughout the year, the Career Center sponsors career-related educational programming, including:

- Attorney panels and one-on-one advising sessions with practitioners;
- Professional speakers who provide insight into specific legal markets;
- Workshop series designed to introduce first-year students to the legal market and to impart the skills for success in their job searches and long-term careers; and
- Special events planned for different aspects of the job search process.

Job Postings / Symplicity
The Career Center maintains job postings for summer, academic year, and post-graduate employment opportunities on Symplicity, Emory Law’s online recruiting system. The job postings you see come directly from employers and job listing resources that advisors search for and post regularly. You will use Symplicity to search and apply for jobs, apply to participate in OCIs and career fairs, and research recruiting programs around the country. The Career Center also maintains many helpful resources in Symplicity’s Document Library.

Once you access Symplicity, go to the “Resources” tab on the left-hand side of the screen and click the drop-down for “Document Library.”

We also share post-graduate employment opportunities with other law schools through the Intercollegiate Job Bank. For information related to job search websites and password information, please refer to the Job Posting & Networking Websites in Appendix B.
Emory Law Recruiting Programs

Throughout the calendar year, there are numerous interview programs and job fairs open to Emory Law students that are held locally and across the country. The Career Center manages and coordinates the following on-campus interview programs exclusively for Emory Law students. These programs are not open to any other law schools:

- Summer Recruiting program (June – early August)
- Fall Recruiting program (late August – November)
- Spring Recruiting Program (January – March)
- Emory Law in New York – New York, NY

The Career Center also hosts the following regional and national career fairs with other law schools:

- Equal Justice Works Public Interest Law Career Fair – Washington, DC
- Georgia Law School Consortium Judicial Clerk Job Fair – Athens, GA
- Georgia Law School Consortium Public Sector Career Fair – Atlanta, GA
- Midwest California Georgia Consortium – Chicago, IL; Washington, DC; Houston, TX
- New England Interview Program – Boston, MA
- Loyola Patent Law Interview Program – Chicago, IL
- Southeastern Intellectual Property Job Fair – Atlanta, GA

Emory Law students also may participate in the following diversity and other external recruitment programs:

- 1L Leadership Council on Legal Diversity ("LCLD") Scholars Program – various locations/employers
- Atlanta Bar Association Minority & Diversity Clerkship Program ("MDCP") – Atlanta, GA
- Bay Area Diversity Career Fair – San Francisco, CA
- Boston Lawyers Group Minority Job Fair – Boston, MA
- Charlotte Legal Diversity Clerkship Program – Charlotte, NC
- Cook County Minority Job Fair – Chicago, IL
- Delaware Minority Job Fair – Wilmington, DE
- Heartland Diversity Job Fair – Kansas City, MO
- Hispanic National Bar Association Career Fair – various locations
- Lavender Law Conference – various locations
- Minnesota Minority Recruitment Conference – Minneapolis, MN
- National Black Prosecutors Association Job Fair – various locations
- Northwest Minority Job Fair – Seattle, WA
- Rocky Mountain Diversity Legal Career Fair – Denver, CO
- San Francisco Intellectual Property Law Association Job Fair – San Francisco, CA
- Southeastern Minority Job Fair – Atlanta, GA
- St. Louis Diversity Job Fair – St. Louis, MO
- Tennessee Bar Association Diversity Job Fair – Nashville, TN

Note: This list is not exhaustive and is subject to change each year. Please see your career advisor to learn about other interview programs and job fairs that may interest you.
Mock Interviews/Interview Preparation

The Career Center provides mock interviews year-round. We highly recommend that you schedule at least one mock interview, but you are encouraged to participate in more. An advisor in the Career Center will simulate the specific employer/interview for which you are preparing. After a twenty-minute mock interview, you will spend time reviewing your performance and receiving feedback on both your strengths and any areas for improvement.

To schedule a mock interview, please log into Symplicity and select the current mock interview advisor, Lauren Brown. In the comments section of the request, if you have a REAL upcoming interview, please provide the details of the interview including: employer name, geographic location, and date of the upcoming interview.
Alumni Connections
We encourage students to contact our alumni for informational interviews to discuss their practice areas, practice settings, and geographic markets. Throughout the year, the Career Center provides opportunities for students to connect with alumni through tailored programming and events. Students should also create their own alumni connections using the Emory University online directory and the Emory University School of Law LinkedIn profile.

The Emory Alumni Association maintains a searchable online directory of all Emory University alumni, including Emory Law alumni, called “Emory Connects.” Connecting with Emory Law alumni is an excellent way to network in the practice area or geographic market of interest to you.

To access the directory, visit https://connects.emory.edu/, and register. Make account setup easy by syncing with your LinkedIn account.

In addition to Emory Connects, the Emory University School of Law web page on LinkedIn allows students to search for thousands of Emory Law alumni from around the country.

To access Emory Law Alumni on LinkedIn, visit https://www.linkedin.com/school/emory-university-school-of-law/, click on “See alumni,” which will direct you to a web page where you can search profiles by keyword, title, or employer name.
Employer Outreach to Local, Regional, and National Legal Communities

Throughout the year, the Career Center implements a strategic employer outreach plan that targets law firms (large, mid-size, and small), government and public interest employers, corporations, alternative legal employers, and employers with diversity initiatives. Where appropriate, the plan is aligned with the practice areas for which Emory Law has Practice Societies. Specific employer outreach initiatives include: (i) involving lawyers from the Atlanta legal community in panels, presentations, and events; (ii) attending and exhibiting at legal conferences, meetings, and events; (iii) establishing relationships with state and local bar associations across the country; and (vi) working closely with our Department of Alumni Relations to connect students and Practice Societies with alumni.

Career Center Resource Library

The Career Center Resource Library houses a collection of print resources related to job search strategy and overall career development. The collection is in the common area of the center. Please contact your advisor if you have questions about the resources available.

Legal Compass

Legal Compass is an online tool for professionals looking for in-depth information of the Legal Industry. This tool contains detailed information on law firms, individual lawyers, in-house counsel, surveys, research, rankings and more. Access to this exclusive market research tool is provided to currently enrolled students.

NALP: The National Association For Law Placement

NALP is the professional organization for all participants in the legal employment process. Its membership consists of the American Bar Association (ABA) accredited law schools and over 900 legal employers in the private and public sectors. NALP is charged with promulgating principles and standards relating to legal career counseling, recruitment, employment, and professional development.

NALP administers the “Principles for a Fair and Ethical Recruitment Process,” which guide students, law schools, and employers in the recruitment process. These are detailed in Appendix C. Students are responsible for complying with these principles, and therefore should review them and become familiar with them. For more information on NALP, please see its website at http://www.nalp.org/.
Principles for a Fair and Ethical Recruitment Process

INTRODUCTION

These Principles for a Fair and Ethical Recruitment Process provide suggested best practices designed to ensure the highest standards of professionalism, fairness, transparency, and non-discrimination. These Principles are based on decades of collective experience. They reflect best practices to support law students in pursuing their studies meaningfully while benefiting from the wide range of career development opportunities available to them. At the same time, they support employers in reasonably planning for their business and talent acquisition needs in a changing marketplace. Each law school and employer is encouraged to refer to this guidance as it develops its own policies and procedures that best serve the interests of its law students, lawyers, and business enterprise. NALP encourages law schools and employers to approach the career counseling and recruitment processes in the spirit and with the intent that these Principles embody.

The Principles for a fair and Ethical Recruitment Process are organized into 6 areas:

General Principles | Principles for Employers | Principles for Law Schools | Principles for Candidates

General Principles

Successful recruitment of law students requires good judgment and good faith from law schools, job candidates, and employers. These Principles provide guidance for each group to consider. All participants are urged to act reasonably and in good faith. The following general principles for employers and law schools encourage each party to consider its own best interests while also ensuring that all involved in recruiting are treated fairly and that complete and transparent information about the process is available to all parties.

Underlying this guidance for ethical recruiting is NALP’s fundamental commitment to fairness and helping make the legal profession accessible to all individuals on a non-discriminatory basis, free of harassment. NALP is strongly opposed to discrimination, including that which is based upon sex, actual or perceived gender; age; race; color; religion; creed, national or ethnic origin; disability; sexual orientation; gender identity and expression; genetic information; parental, marital, domestic partner, civil union, military, or veteran status; or the prejudice of clients related to such matters. In addition to considering these Principles, all parties involved in the recruiting and hiring process should actively observe all relevant laws, accreditation standards, and institutional policies.

Employers and law schools should design and promote recruitment policies and procedures that serve the best interests of their organization by:

- Establishing and maintaining their own recruiting guidelines in the spirit of professionalism, fairness, and reasonableness;
- Considering the best interests of their organization when determining any guidelines for the timing of recruiting activity and offers of employment and the length of time any offers for employment should be held open;
- Developing recruiting guidelines on the timing of offers and responses to those offers;
- Publishing their policies so that all parties involved in the recruiting process are educated in advance;
- Acting in a manner consistent with their published guidelines, in a way that is transparent and reliable;
CHAPTER 2

YOUR CAREER PATH

STARTING YOUR LEGAL CAREER

Your legal career begins the moment you start law school, and Emory Law’s Career Center is here to partner with you as you start the journey. Your career advisor, classmates, professors, and people you will meet in the legal community will serve as points of contact in the profession and can be helpful resources to you throughout your career. Please review the information below, but always speak with your career advisor to learn more and design your personally tailored career strategy.

1L Summer

To optimize the career planning and development experience, first-year students are strongly encouraged to work in a legal capacity during the summer following their first year. The primary objective of your 1L summer is to enhance your legal skills, so consider how your first-year summer job will contribute to your overall qualifications and experience. This is the first step in your legal career, and employers want to see a demonstrated commitment to law practice on your resume. You need not worry that your first-year summer job will commit you into a particular type of work or geographic area. Employers understand that finding the first-year job is a challenge. They will not be interested in whether you were paid; instead, their focus will be on whether you obtained transferable skills, such as research and writing, during your summer experience.

Many 1Ls will either stay in Atlanta or return to their hometowns, while others will work in a city of interest to establish connections for future employment. While it is difficult to obtain a position in a city where you have no ties, it is worth the investment to build credibility about your intent to live there. For your search to be productive, take the time to research different practice areas and employment settings so you can apply for jobs you think will genuinely interest you.

While thinking about the area of practice that most interests you, take a few minutes to review the MLA Law Practice Area Summary located in the Symplicity Document Library. It provides helpful guidance on practice areas and types of legal practice to better acquaint you with the variety of opportunities available. The NALP Guide to Legal Specialties and BCG’s Quick Reference Guide to Practice Areas (both available in the Career Center Resource Library) also provide good overviews of practice areas. Finally, make an appointment with your assigned career advisor to discuss your interests and goals and plan your job search.

2L Summer

While there is latitude in the first-year summer job you take, be intentional about your second-year summer experience, particularly regarding employment setting, practice area(s), and geographic location. The second year is when most law students make decisions about their first job after graduating from law school. As you consider your post-graduate job search, you want to show how your second-year summer job experiences will help you to hit the ground running.
Work During the Academic Year

Legal employers often seek the help of law students on a part-time basis. These positions can be with professors, law firms, government agencies, or public interest organizations, and may be paid or unpaid. When the Career Center receives notification of job opportunities of any kind, we post them in the “Jobs” section of Symplicity. However, many students obtain part-time positions through networking efforts.

Working part-time during the semester is a great way to build your skills, strengthen your resume, make contacts within the legal community, find leads, and earn references for summer and post-graduate work. First-year students are discouraged, however, from working part-time to focus on coursework because first-year grades can play such an important role in the job search process.

Externships

Emory Law’s unique Externship Program provides opportunities for second- and third-year students to extern with over 120 public service organizations, federal agencies, judges, small law firms, and corporations during the academic year. The program provides students with academic credit while they work. In addition to opportunities at various corporations around Atlanta, third-year, and some second-year, students may be placed with a district attorney, public defender, or with the U.S. Attorney, and may try cases under supervision under local, state, and federal rules. Please see http://law.emory.edu/careers/for-students/index.html for more information about the Emory Student Practice Policy.

The goal of each externship is to provide students with practical lawyering experiences while being supervised by highly qualified and experienced attorneys. Students integrate their academic knowledge with the practice of law and develop substantive legal skills through exposure to different kinds of practice.

Professor Derrick Howard, Associate Dean for Academic Programs, manages the academic externship program. For more specific details about the program, visit the Externship Program website (http://law.emory.edu/academics/academic-programs/externships/index.html) and speak with Professor Howard. You may also email lawexternships@emory.edu with questions.

Post-Graduate Employment

This section is purposefully titled “Post-Graduate” Employment rather than “Permanent” Employment because most lawyers now hold several distinct positions during their careers, as opposed to one job indefinitely. Some lawyers move among employers of the same type (e.g., law firm to law firm), and some between different types of employers (e.g., government agency to law firm to public interest organization).

Law firms are the largest employer of Emory Law graduates, from small offices of just a few attorneys to large international firms. Emory Law graduates also secure judicial clerkship positions, government positions (including federal, state, and local government), public interest positions, and business and industry positions (which includes public accounting firms, banks and financial institutions, insurance companies, and other corporations). Finally, a few graduates take academic jobs or go into military service.

Geographically, Emory Law students accept post-graduate positions in many places. Historically, the largest market for our graduates is Georgia, and of the graduates taking jobs in Georgia, most are in the
metro-Atlanta area. The next largest market for Emory Law graduates is the Middle Atlantic, which consists of New York, New Jersey, and Pennsylvania. A significant number of graduates each year accept positions in the South Atlantic states, an area defined as Delaware, Washington, D.C., Maryland, Virginia, West Virginia, North Carolina, South Carolina, and Florida. Finally, each year, a few graduates accept positions in other parts of the country, or outside the U.S.

Emory Law students secure their first post-graduate positions in several ways. The largest percentage find jobs through strategic networking efforts while enrolled and within the first year after graduation. Others result from offers made following the students’ 2L summer experience. A very small number find positions as 3Ls through the fall regional and on-campus interview programs. The remaining secure positions through applying for jobs posted on Symplicity or through other job posting websites. You are encouraged to work with your assigned career advisor to develop the best strategy for you, considering your career goals, academic credentials, and work experience.

The Bar Exam

Once you have completed law school, there is one more hurdle to clear—the bar exam. Before practicing law in the United States, you must be admitted to the bar of at least one state or the District of Columbia. The bar exam is offered in each state two times per year—July and February—and the rules and procedures for registering to take the exam vary from jurisdiction to jurisdiction. It is your responsibility to educate yourself on the requirements for the jurisdiction(s) in which you plan to sit for the bar. The Office of Academic Engagement and Success will offer bar-focused programming during your 2L and 3L years. Because of the lengthy, numerous, and differing requirements of each state’s bar examiners, do not delay becoming familiar with the requirements. You can access additional bar information on the Registrar’s website. Information regarding the bar examiners of all fifty states and the District of Columbia can be accessed on the website of the National Conference of Bar Examiners (https://www.ncbex.org/).
EMPLOYMENT SETTINGS

The distinct employment settings for law students and lawyers generally can be divided into seven categories: private practice (large, mid-size, and small law firms), public interest organizations, government agencies, the judiciary, academia, business, and non-legal employers. We will discuss each type of employment setting below. For a list of helpful resources and job posting sites specific to each employment setting (and more!), see the Job Posting & Networking Websites list in Appendix B.

Law Firm / Private Practice

Most attorneys in the United States are engaged in private practice, which means law firms employ them. Law firms come in many sizes, from large firms with international offices, to mid-size and small firms, to solo practitioners. The recruiting processes for each type of firm vary by size, so we will discuss large firms separately from small and mid-size firms.

Firm size perceptions differ significantly across geographic areas (and sometimes even across firms themselves). Resist the notion to attach an exact number of lawyers to the “large” or “small” firm monikers, because the geographic location and market conditions must also be considered. For example, outside of New York, any firm approaching 100 plus attorneys generally is considered large. While in New York, firms of 100 attorneys are considered mid-size.

Large Law Firms

Large firms, typically members of the National Association for Law Placement (i.e., “NALP firms”) tend to be highly structured, with partners supervising associates and attorneys of varying levels of managing support staff. Most large firms also have very defined practice groups that consist of teams of attorneys staffing cases and projects in particular areas of law. Most large law firm clients are organizations (as opposed to individuals), which can result in more complex legal work.

Practitioners that favor large firm practice cite higher salaries, support staff, a large client base, and abundant resources as some benefits of working at a large firm. Practitioners with large firm experience cite as drawbacks the high billable hour requirements, lack of control over work/life balance, competition among attorneys, limited client contact, the obligation to develop new business, responsibility for training young associates, and the limited chance of becoming a partner. These are the factors you will want to consider if you are exploring employment at large law firms.

Large Law Firms: Hiring

Hiring practices differ vastly from firm to firm, though most large law firms have formal hiring procedures administered by internal recruiting staff members and project their hiring needs well in advance to hire an established number of students for summer internships, called summer associate positions. Large firms generally seek to hire students with solid academic credentials. They recruit primarily for second-year students during on-campus recruiting programs and hire most of their entry-level associates from their summer associate classes.

Since the economic downturn, many large firms have adjusted their hiring plans by curtailing the number of summer associates they hire. However, large firms have continued to maintain high visibility levels in law schools, perpetuating the notion that large firms are the most common or most popular legal employers. Competition for large firm summer associate positions remains high.
Large Law Firms: Summer Programs

Large firm summer associate programs provide both law students and firms the opportunity to ensure there is a mutual fit. Firms make this assessment based on a student’s ability to complete typical firm projects and interactions with the firm’s attorneys and clients. Large firm summer programs are highly organized, with systems in place for work distribution and evaluation. Some programs offer rotations through multiple practice groups, while others assign summer associates to practice areas based on business needs or preference. Most large firms pair summer associates with attorneys working at the firm to guide them through the summer. Large firms also typically schedule social activities during the summer designed to allow the firm to evaluate a candidate’s interpersonal skills and ability to juggle work and social obligations. These qualities may seem secondary to work product, but they are often considered very important to client development and relationship management, which are a significant part of the job of most large firm lawyers.

Large Law Firms: 1Ls

Opportunities for 1Ls in NALP firms are limited. Some large firms also recruit 1Ls through diversity hiring programs aimed at increasing the numbers of lawyers from traditionally underrepresented groups in the legal profession. While there are exceptions, large law firms place primary emphasis on grades in the hiring process and typically seek students with high grades in the top third or fourth of the class. Despite the relative lack of large law firm positions for first-year students, many law students remain interested in this work.

Understanding the reasons large firms do not hire many 1Ls can help to put your search for this kind of employment into perspective. Economic considerations overlay firms’ decisions about hiring first-year students. Many have found that students accept post-graduate offers from firms where they worked their second summer. They question the benefit of spending money on first-year student summer salaries when many students may not return to that firm for their second-year summer or after graduation. Also, some firms cannot project entry-level hiring needs two years in advance. First-year hiring by large law firms is both minimal and unpredictable.

Notwithstanding the few opportunities for 1Ls in large firms, there are four ways Emory Law 1Ls have historically found NALP firm summer positions: 1) interview programs (both on- and off-campus); 2) jobs posted in Symplicity; 3) applying directly (including through law firm diversity programs); and 4) networking.

A few NALP firms come to campus to interview and hire 1Ls through Emory Law’s Spring on campus recruiting program. Several firms also post positions for 1Ls, which may be found on Symplicity. If you want to target any NALP firms not participating in Emory Law’s Spring recruiting, posting jobs on Symplicity, or participating in diversity hiring programs, consider writing directly to the firms that hire 1Ls (see http://www.nalpdirectory.com for firm by firm hiring statistics), particularly if they are in or near your hometown. You are more likely to garner the interest of larger firms in your hometown than large firms in other markets. If you elect to apply for a 1L summer position at a large firm, we advise applying to firms immediately after December 1 and participating in any on-campus interviews in the spring.

Large Law Firms: 2Ls

Large firms typically recruit and hire during the summer after a student’s 1L year to fill their summer associate class the following summer. Most large firms aim to make hiring projections that allow them to extend post-graduate offers to their 2L summer associates. Given that law firms typically hire their first-
year associates from the summer associate class, you can see there is only a very narrow window of time and limited ways students can obtain post-graduate positions with large law firms. Large law firms continue to place primary emphasis on grades in the 2L hiring process, typically seeking students who, with few exceptions, are in the top third or fourth of the rising 2L class.

The primary means by which large firms hire rising second-year students is through summer recruiting. Summer recruiting includes several Emory Law-sponsored interview programs, and other job fairs and recruitment programs available to Emory Law students but not necessarily sponsored by Emory Law. Summer recruiting programs are hosted in various cities across the country (see the non-exhaustive list in the section entitled “Emory Law Recruiting Programs” at the beginning of this Guide). These summer recruiting programs are opportunities for multiple employers to conduct screening interviews with numerous students at one time, usually over one or two days and in one location. Therefore, if you are seeking large law firm opportunities, it is critical to participate in summer recruiting as a rising 2L (the summer after 1L year).

Some summer recruiting programs have pre-registration deadlines occurring as early as March of the 1L year (e.g., the Loyola Patent Law Interview Program, the Southeastern Minority Job Fair). However, most summer recruiting application deadlines occur in early June and July (after 1L year has concluded). Many summer recruiting programs involve screening interviews in late July and early August. This allows many employers to complete their summer associate hiring, having selected all of their participants, by late August or early September.

Second-year students interested in large law firms not participating in summer recruitment programs or have not posted positions on Symplicity can also submit applications directly to those firms. Speak with your career advisor to assist you in coming up with the best strategy for applying to firms not participating in a particular summer recruitment program.

Small and Mid-Size Law Firms

Although large firms generally have the highest visibility due to their marketing, recruiting, and on-campus interviewing presence, most lawyers across the country practice in small and mid-size firms, or in a solo practice. Small and mid-size firms can either be boutique practices, meaning the firm focuses on a single practice area, such as tax, construction, or patent law, or the firm can provide multiple transactional and litigation services. Generally, small and mid-size firms have the same hierarchical structure as large law firms, with partners supervising associates, and attorneys of varying levels managing support staff.

Small and mid-size firms are more capable of giving entry-level attorneys higher levels of responsibility earlier in their careers than large firms and the opportunity for greater client contact because they typically have smaller workforces than large firms. Many small and mid-size firm practitioners report having a better work/life balance than their counterparts at large firms because they have more control over their schedules in smaller firm settings. Some enjoy the ability to collaborate with and get to know a higher number of their colleagues more easily because they work with fewer people. Drawbacks to smaller firm practice may include fewer resources, lower pay, and fewer practitioners within the firm to ask for advice.

Small and Mid-Size Law Firms: Hiring

Most Emory Law students who work in law firms work in small or mid-size firms. Smaller firms primarily hire as-needed, so they will not hire law students until they have a workload large enough to justify paying for the additional help. The most effective method for securing a summer or post-graduate position with a smaller firm is through networking and targeting contacts with connections to the firms.
Small and Mid-Size Law Firms: Summer Opportunities

Smaller firms, unlike NALP firms, rarely have institutional summer programs, but many still hire summer associates. Usually, smaller firms cannot determine their summer hiring needs before spring, so ensure you are networking and checking Symplicity for job postings with this timeline in mind. If you work for a small or mid-size firm that is less structured, you will want to be proactive about making the most of your summer. Consider asking for challenging assignments and soliciting feedback, finding creative ways to meet and get to know the lawyers in the firm, and asking for opportunities to observe aspects of day-to-day practice (e.g., client meetings or court proceedings).

Small and Mid-size Law Firms: 1Ls

First-year students are more likely to have success finding employment with smaller firms. Although you could send a mass mailing to all the employers you have identified through employer research, it is much more useful to build relationships, leverage them to find viable employment opportunities, and send applications tailored to the particular firms and opportunities. Resist the temptation to send large numbers of unfocused mass-mailed letters, as they typically yield minimal results.

There are three ways Emory Law students typically find smaller firm jobs: 1) networking; 2) directly applying to the firms; and 3) jobs postings. Check Symplicity and other law job related websites regularly to learn about these opportunities. Ask your advisor to assist you with identifying additional law job related websites.

Steps for building a network of small and mid-size firm attorneys for targeted networking and job applications:

1. Generate a list of small and mid-size firms that practice the type of law that interests you in a geographic area using Martindale (go to www.martindale.com).
   • If hiring contact information is not included on Martindale, research further to determine if someone at the firm is responsible for hiring (see Chapter 3 on cover letters for more information about finding an individual contact for job applications).
   • Add the names, phone numbers and email addresses of any hiring contacts to your list, along with the contact information of any people you may already know at those or any other small or mid-size firms. Do not forget to check your LinkedIn network for each firm to see whether you have any direct or mutual connections!

2. Use your targeted employer list to seek individuals within these organizations with whom you can network, conduct informational interviews, and build relationships.
   • Identify one person at each firm with whom you have some other connection or commonality (e.g., same undergraduate institution, Emory Law alumni, practice area interest, etc.).
   • Contact each attorney and request an informational interview (see Chapter 5 for more information about informational interviews).

3. Use the informational interviews to expand your professional network, learn about the profession, its members, and the firms in the market, and get advice
   • During your informational interviews, ask if he or she knows anyone at other firms that you should reach out to for additional interviews.
• The lawyers with whom you are meeting will also learn about you—a new potential colleague, or hire—and build their network through the conversation with you.

• The hope in building these relationships is that your new contact will provide information about the people or target firms on your employer list, or eventually will contact you when they learn of specific employment opportunities. **This is not the forum in which you request a job.**

4. Use your employer list, combined with additional contacts gained through your informational interviewing, to conduct a strategic and targeted application campaign by email and mail.

• The hope is that when you submit applications, you can mention your contact’s name in the first sentence (e.g., “Our mutual acquaintance, Jerry Smith, suggested that I contact you…” as opposed to the typical, “I am a second-year student at Emory University School of Law…”).

• For more information, see the section on Cover Letters and Cover Letter Examples in this Guide for suggestions on how to mention personal contacts in a cover letter.

For additional assistance in tailoring a specific strategy for your career objectives, see your career advisor.

*Small and Mid-Size Law Firms: 2Ls*

The process for applying to small and mid-size firms for the summer after second-year is the same as the process for applying after first-year. However, second-year students considering summer positions with smaller firms should inquire about the firm’s capacity and interest in taking on a full-time associate the following fall after graduation. Unlike large firm summer programs geared toward making offers of post-graduate employment, smaller firms might not commit to a post-graduate position. A summer work experience at a small and mid-size firm can still be valuable even if a post-graduate opportunity will not materialize. If you are working in a smaller firm, take advantage of the opportunities to meet other members of the legal community. The hands-on practice exposure and experience offered by smaller firms can be an asset to many employers.
Business / In-House

Lawyers who work for corporations and other companies are referred to as “in-house counsel,” and they generally work either as part of an in-house legal department (for large corporations) or as the sole lawyer for the business (for smaller companies). In large corporations, the legal staff is generally organized by practice area. Small in-house staffs or single attorneys provide many legal services for the company. Most in-house counsel contract with outside counsel law firms to represent their clients.

Business: Hiring

Working in-house for a company can be a desirable alternative to law firm practice because there is only one client to advise (your employer, the company). The work can be as complex in-house as at a firm and the pay competitive. Usually, there are no billable hour requirements, and there is not a business development requirement. However, since many in-house legal staffs are small, most companies do not have the time or resources to invest in training new lawyers. Corporations almost exclusively hire experienced attorneys laterally from law firms (often from the firms that work on their matters). These employers rarely hire law students for entry-level positions, and there are limited opportunities for summer internships; however, you may be able to obtain this kind of job through your outreach efforts.

Business: 1Ls and 2Ls

A summer position with a company can afford you an excellent opportunity to see the legal profession from the client’s perspective. Opportunities with businesses are likely to be paid and may include some responsibilities that are not legal work. You can research lawyers employed in business through conducting searches using Legal Compass, Martindale-Hubbell or LexisAdvance (https://legalcompass.intelligence.alm.com/, http://www.martindale.com and http://www.lexisadvance.com/lawschool) or by consulting the Directory of Corporate Counsel. Instructions on how to perform searches for lawyers can be found in the Symplicity Document Library. Some companies that hire for the summer will post positions in Symplicity and others have diversity-focused summer internship opportunities. Talk to your career advisor to help you create a strategy for seeking in-house summer opportunities.
Public Interest
The term “public interest” encompasses many kinds of organizations that serve the legal needs of the public. There are nonprofit organizations that focus on particular issues (e.g., environment, children, women’s issues, etc.) and legal services programs that represent indigent clients. Further, there are social action organizations that focus on lobbying and community organizing. There are also private law firms that devote substantial percentages of their practice to civil rights law, tenants’ rights, and related issues.

Most public interest employers cannot pay their interns; however, this same reality allows them to provide more opportunities for law students. Public interest organizations generally offset the lack of financial compensation by providing hands-on experience that is excellent preparation for practice.

Because there are many ways to practice public interest law, interested students should consider what kind of work will be personally satisfying (working directly with individual clients, advocacy, research, policy, etc.). Because most public interest lawyers work in nonprofit settings, personal satisfaction will be a significant part of their total compensation package. Other pluses include opportunities for young attorneys to have greater responsibility earlier in their careers while enjoying a work/life balance. Drawbacks include lower pay and fewer resources. Summer positions are generally volunteer, although some pay small stipends.

Students considering postgraduate public interest employment are encouraged to reach out to the Assistant Dean for Public Service for specific guidance.

Public Interest: Hiring
Public interest employers place less emphasis on grades than other legal employers and focus on hiring applicants with established records of public interest work and service. The resumes that impress these employers will generally reflect a commitment to service, both professionally and personally. Public interest organizations usually have limited funding, so post-graduate opportunities with these groups may be limited. The best avenue for obtaining entry-level public interest work is via post-graduate public interest fellowships and extensive networking. Many students secure positions in the public interest arena through their independent search efforts, but your career advisor can help you develop a strategy for your public interest job search. Emory Law also offers students interested in a career in public service resources and support through the Center for Public Service. The Center for Public Service is led by Rita Sheffey, Assistant Dean. To schedule an appointment with that office, call 404-727-3349 or email lawpublicservice@emory.edu.

The public interest hiring process is essentially the same for 1Ls and 2Ls. Most public interest organizations conduct their summer hiring during the spring semester. Second-year students considering summer positions with public interest organizations should inquire about the organization’s capacity to add a full-time attorney to their staff. If you accept an unpaid position with a public interest organization, you are expected to honor that commitment even if a paid opportunity arises. Refer to the Professionalism Agreement, see Appendix A, and contact your career advisor with questions.

Opportunities are available through interview programs like the Equal Justice Works Career Fair in October and the Georgia Law School Consortium’s Public-Sector Career Fair in February. Some organizations post positions in the Jobs section of Symplicity. The Emory Law Summer Child Advocacy Program offers paid summer positions (applications are due in December). Additionally, Emory Law students can apply for paid international jobs through the university’s Global Health Institute. Examples
of other organizations that have employed Emory Law students during the summer are Greater Boston Legal Services (Boston, MA), Georgia Innocence Project (Decatur, GA), Legal Aid Society Homeless Rights Project (New York, NY), Maryland League of Conservation Voters (Annapolis, MD), Texas Rio Grande Legal Services (El Paso, TX), and the DeKalb County Child Advocacy Center (Decatur, GA).

Public Interest: Alternative Funding

If you secure a public interest summer position, it is possible to apply for funding from outside sources. Such positions may be eligible for grants through the Emory Public Interest Committee (EPIC). EPIC is a student organization that, among other activities, raises money to fund summer internships that are otherwise volunteer. Obtaining an EPIC grant is a competitive process, and you should check the EPIC website http://law.emory.edu/student-life/student-organizations/epic.html for details and grant application materials. Applicants must meet specific requirements set forth by EPIC to be eligible. Once you have secured a position with a public-sector organization, you will prepare an application that is reviewed by the EPIC Grant Selection Committee. Interviews are conducted during the spring semester, and recipients are promptly notified by the Center for Public Service.

Students volunteering with a judge or government agency are eligible for EPIC grant funding but note that these jobs may be more closely evaluated for their public interest nature by the EPIC Grant Selection Committee. (Note: government opportunities are discussed further in the next section of this Guide.) Therefore, if you want to apply for an EPIC grant to work in one of these types of jobs, be especially prepared to articulate the public interest nature of the position and how the position fits into your dedication to a career as a public interest leader.

The State Bar of Georgia Young Lawyers Division also has a summer grant program, the Public Interest Internship Program (PIIP). To be eligible, the summer placement must be in Georgia. Detailed information is posted at https://www.gabar.org/committeesprogramssections/younglawyersdivision/piip.cfm

As other opportunities arise, they will be posted in Symplicity and in On the Docket. Students also may contact the Center for Public Service.

Students also should consult the Public Service Jobs Directory’s (PSJD) information on summer funding sources (http://www.psjd.org/ click on “Resource Center” and then on “Funding Sources” and “Summer Funding”).
Most funding opportunities on the website support work with nonprofit organizations, but the list includes a few that support work with government agencies.
**Government Agencies**

The term “government employment” includes government agencies at the federal, state, and local levels. Government lawyers handle a wide variety of work and specific practice areas for agencies at all jurisdictional levels. Students often are surprised by which agencies have particular practice areas; for example, the Environmental Protection Agency and the Department of the Interior have environmental law practices, but so does the Nuclear Regulatory Commission. Research agencies thoroughly to understand the different areas of law practiced in each agency.

Most federal agency jobs are in Washington, D.C., although there are opportunities with regional offices throughout the country. When researching agencies’ field offices, find out whether the field offices have lawyers on staff. Some state government agencies have lawyers on staff while others do not (meaning that their legal work is handled by the state’s attorney general’s office).

Criminal prosecution and defense provide excellent training and experience. Federal prosecutors work with the Department of Justice’s U.S. Attorney’s Offices, but the names of state prosecution offices vary throughout the country (e.g., in Florida, “Office of the State Attorney;” in Metro Atlanta, “Office of the Solicitor General” (handling misdemeanors and lower-level criminal cases; traditionally hiring students directly from law school) or “Office of the District Attorney” (handling felonies; traditionally hiring prosecutors with at least two years of experience).

Many law school graduates seek government employment because it offers more stability and greater job security than other practice settings. Most government employers provide a substantial benefits package as a portion of compensation, and government attorneys generally report manageable hours. Some drawbacks to working for a government agency include a lower pay scale and lack of practice diversity in some agencies.

Students considering postgraduate public interest employment are encouraged to reach out to the Assistant Dean for Public Service for specific guidance.

**Government: Hiring**

Government agencies, like public interest organizations, look for applicants who have demonstrated a commitment to the agency’s focus area. However, a few agencies, such as the U.S. Department of Justice (DOJ) and U.S. Securities and Exchange Commission (SEC), focus on excellent academic performance. There are an increasing number of federal agencies that use formal internship programs to hire first-year and second-year students for the summer and Honors Programs to hire new law school graduates. Application deadlines for most summer internship programs and Honors Programs begin each September.

If you want to work with a government agency but are unsure as to your area of interest, consider a summer internship with the DOJ, a state attorney general’s office, or a large city attorney’s office. These settings will expose you to many attorneys handling a wide range of matters.

Those interested in criminal prosecution and defense internships should note that, unless funded by a state governor’s intern program, most of these summer positions are unpaid. The most competitive applicants will have spent one or both summers (and/or an externship during the academic year) doing this kind of work. Usually, you must have passed the bar to be considered for these post-graduate entry-level positions. Criminal prosecution and defense positions in large metropolitan areas are very competitive, so contact these offices in the fall semester to determine their hiring timetables. Applications to U.S.
Attorney’s Offices should be completed in December or January since government security clearances take extra time.

When considering government employment, remember that funding constraints can make it difficult for government agencies to project their hiring needs. This means that decisions on paid internships are often delayed until funding is approved. However, most agencies offer volunteer positions. **If you accept an unpaid position with a government agency, you are expected to honor that commitment even if a paid opportunity arises.** Refer to the Professionalism Agreement in Appendix A and contact your career advisor with questions. Examples of government internships previously held by Emory Law students include positions with the U.S. Equal Employment Opportunity Commission, Environmental Protection Agency, Georgia Department of Behavioral and Developmental Disabilities, and City of Atlanta Law Department.

**Government: 1Ls**

Limited funding dictates that most paid positions with government agencies are reserved for 2Ls, but there are some paid positions for 1Ls, along with the opportunities to get funding from outside sources (see the funding discussion in the Public Interest section above). Most government agencies hire 1Ls during the spring semester. Many Emory Law 1Ls secure their government jobs through the Georgia Law School Consortium’s Public-Sector Career Fair, which occurs in February each year. Others respond to postings in the “Jobs” section of Symplicity, and others find their positions through independent efforts. Your career advisor can help you develop a multi-pronged search.

**Government: 2Ls**

A second-year summer job with a government agency can be a very helpful stepping-stone to public sector employment following graduation. The hiring timelines for 2L federal and state government positions vary significantly from one agency to another. Some agencies participate in OCI and regional interview programs; others have separate, formalized 2L summer hiring processes. The first of the application deadlines can be expected the summer before or in the fall of your 2L year, but some agencies postpone hiring until the spring. Some government opportunities are paid. For example, the DOJ hires some paid interns through its Summer Law Intern Program (for second-year students).

Be mindful of agency-specific hiring timelines. If you are interested in a position in an Atlanta-area government agency and are still seeking when the spring semester starts, plan to participate in the Public-Sector Career Fair (held in February of each year). Meet with your career advisor to develop a strategy for your 2L government job search.
Judiciary

Federal and state court judges employ law students (as interns) and recent graduates (as law clerks). Interns and law clerks typically analyze cases, discuss them with the judge, and draft and edit judicial opinions. Judicial internships and clerkships offer an extraordinary opportunity to understand the law from a judge’s viewpoint. There is an emphasis on research and writing in these positions, which are critical skills for any lawyer. Another benefit to working in a courtroom is exposure to local lawyers. You can learn a lot about law firms and lawyers who work for them by observing court proceedings. This is another excellent way to learn about the local legal market and build your network. Clerkships are highly valued by all types of legal employers.

Judiciary: Hiring

It is important to distinguish between a judicial internship and a judicial clerkship. A judicial internship is summer work with a judge during your law school career. Your career advisor can assist you with a search strategy for obtaining a judicial internship.

A judicial clerkship is post-graduate employment with a judge, typically for a 1- or 2-year appointment, although some judges hire “permanent clerks,” without a specified term of service. Many judges hire law clerks directly from law school, although some attorneys practice for several years first. The Assistant Dean of the Center for Public Service, Rita Sheffey, and the Judicial Clerkship Committee, made up of faculty members, offer instructions about Emory Law’s post-graduate judicial clerkship application process each year. Please schedule an appointment with Dean Sheffey in the Center for Public Service to discuss your strategy for securing a federal or state judicial clerkship. There is no set timeline for hiring and some judges hire earlier than others, so it is important to contact Dean Sheffey early in your law school career. She can help with course selection, identifying beneficial activities, internships and externships.

Judiciary: 1Ls and 2Ls

A judicial internship is an excellent summer option that can result in a valuable reference. Summer judicial internships are strongly recommended if you are not sure which practice areas interest you. Most judicial interns are exposed to a variety of matters, and a summer internship with a judge is well regarded by attorneys in all practice settings. If you are targeting a geographic area, interning with a judge in that community is an excellent way to connect with local lawyers and express your interest in that city on your resume.

We recommend contacting the chambers of the judges where you would like to intern in the fall semester and asking whether the judge will be hiring interns and, if so, what to submit, when to submit it, and how to submit (email or U.S. mail). The process is very straightforward and is the same for 1Ls and 2Ls.

You should accept any offer of employment extended by judges on the spot unless the judge affirmatively offers you time to decide. Keep this expectation in mind as you plan your strategy for approaching the judiciary.
Academia

Becoming a law professor is a rigorous process with unique challenges, some of which are likely to vary from institution to institution. Emory Law professors are the best source of information for preparing for a career in academia.

Academia: Hiring

Summer positions in academia (primarily as research assistants) are a popular option as they can provide an excellent opportunity to hone your research and writing skills. You may have the chance to work on interesting projects, participate in the preparation of research for a book or article, and establish and solidify a close working relationship with a law professor (which is particularly helpful if you are interested in a post-graduate judicial clerkship).

Some professors solicit research assistants by posting job opportunities on Symplicity; however, others may announce it in class or post a sign on their office doors. Many will wait for students to contact them. If you have a strong relationship with one of your professors or a serious interest in a professor’s area of specialization, make an appointment to meet with him or her during office hours and bring your resume to express your interest in a research assistant position.

Academia: 1Ls and 2Ls

A position with a professor will help you build the research and writing skills that are critically important to legal employers. A bonus is that these positions are paid, usually on an hourly basis.

The academic hiring process for 1Ls and 2Ls is the same; however, most 2Ls who obtain research assistant positions do these jobs in addition to other full- or part-time employment.

Non-Legal or Alternative Careers

Non-legal or alternative careers are another popular option for law school graduates. Some lawyers will practice for several years to gain legal experience and networking contacts before exploring work that does not involve the practice of law. For many, an alternative career is born out of a desire to find something new after working within the legal field for a few years and seeking a new challenge for their career, and for others, they discover work that taps into a personal passion. Given the wide variety of non-legal careers, meet with your career advisor to discuss your specific situation.

The NALP JD Advantage Guide is a useful way for you to explore options. The most recent guide is available in the Symplicity Document Library.
RESUMES

Introduction

The resume is one of your most important marketing tools throughout the job search process. It summarizes relevant information about you as a person, student, prospective employee, and attorney. Your resume does not tell the whole story about you but should hold the attention of a busy decision-maker and prompt this person into action—asking you to interview. It should highlight your background, skills, and strengths to prompt a potential employer to seek additional information from you.

What Employers Seek

To successfully market your strengths to a potential employer through your resume, you must understand what the employer wants and tailor your resume to show you have the needed skills, knowledge, experience, and expertise. The most common mistake people make when creating their resumes is to assume that merely listing their activities and accomplishments will impress the employer. Employers are impressed when a resume simply and clearly shows that the candidate has the employer’s preferred combination of experiences, interests, skills, characteristics, and qualities.

Legal employers seek candidates with genuine interest, geographic ties, strong analytical abilities, and research and writing skills. Other important attributes include:

<table>
<thead>
<tr>
<th>Accountability</th>
<th>Interpersonal skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adaptability</td>
<td>Judgment</td>
</tr>
<tr>
<td>Communication skills</td>
<td>Leadership</td>
</tr>
<tr>
<td>Creativity</td>
<td>Organization</td>
</tr>
<tr>
<td>Diligence</td>
<td>Positivity</td>
</tr>
<tr>
<td>Direction</td>
<td>Resilience</td>
</tr>
<tr>
<td>Initiative</td>
<td>Self-confidence</td>
</tr>
<tr>
<td>Intelligence</td>
<td>Time management skills</td>
</tr>
</tbody>
</table>

Engage in thoughtful introspection and self-assessment to gain an understanding of which skills, talents, and attributes you will be marketing to the specific employer. Only then can you write your resume.

Creating Your Resume

Prospective employers generally take less than 30 seconds to do an initial review of your resume after which your resume either lands in the rejection pile or added to a stack of other resumes for further review. Your resume must be appealing to the eye, easy to read, and must contain the information the employer wants to read. Your resume should always be error-free.
**Ethics**

As a law student and future lawyer, you are expected to exhibit high standards of professional responsibility. All information you list on your resume must be accurate and verifiable, including, but not limited to, your grades. Misleading, inaccurate, or false information may result in your elimination from consideration by a prospective employer, but also will be viewed as a breach of Emory Law's Professional Conduct Code. Any allegation of resume falsification will be investigated and may be referred to the Professional Conduct Court. The Career Center may administer corrective actions and withdraw its services.

*Note: The Career Center routinely reviews student materials for accuracy.*

**Formatting**

This Guide includes several examples of resumes. Your background and degree of experience may dictate which resume template you use, but note these examples were created based upon best practices in legal resume writing and employer feedback about uniformity and organization.

The Career Center has also developed electronic templates that allow you to type your resume content directly into a Microsoft Word document without having to worry about formatting. These templates are in a typeable format posted in the Symplicity Document Library. *You must select one of the provided templates and prepare your resume using it.*

- **Length**
  The standard resume should be one page. Under very limited circumstances, for students with 10+ years of substantial professional work experience, prior to law school, a two-page resume might be appropriate. If you have trouble getting all of your experience on one page please see your career advisor.

- **Organization / Appearance**
  The key to organizing a visually effective resume is to keep it simple. A hiring attorney or recruitment coordinator who has read dozens of resumes will be keenly focused on details to differentiate between students who will be selected to move forward and those who will not. The recruiter will be looking at your resume with an eye toward professionalism, organization, aesthetic appearance, content, sequence, concise terminology, writing style, grammar, and spelling.

- **Consistency**
  Consistency is critical. Employers often look to details like these to assess drafting skills. For example, if you use the abbreviation B.A. for your undergraduate degree, use J.D. for your law degree. If you write out Bachelor of Arts, write out Juris Doctor. Keep it consistent. The same applies to state names (either spell them all out or abbreviate them all). Be consistent with the serial comma; either use them everywhere before conjunctions, or not at all.

- **Graphics / Layout**
  Use bolding, italics, underlining, and words in all capital letters to call attention to the highlights of your resume. Consider experimenting with margins, type sizes, and fonts to create an attractive appearance on the page.
  - Graphics should be limited to using horizontal lines and bullets.
  - We recommend margins no less than 0.5" and using a font size no smaller than 11-point.
• If you have difficulty fitting everything on one page because you have substantial professional experience to highlight, try using 11-point Times New Roman and 0.5" margins. For an example of a resume with this formatting, please refer to the “Anjali Shah” template.

• If you need to fill the page because you have fewer work experiences to highlight, use 12-point Arial and 1" margins. For an example of a resume with this formatting, please refer to the “Jasmine Thomas” template.

• **Reproduction**
  In the conservative legal profession, the only acceptable paper colors are white or ivory. Be sure that any copies you make do not have smudges or other marks.

**Content**

All resumes should begin with your name and contact information. The content of the resume should be separated into two sections entitled “Education” and “Experience.” Within each section, list your education and experience in reverse chronological order. Depending on your background and career goals, you also may consider including sections such as “Community Service” or “Additional Information.” Suggestions for the content of each section of your resume are described in the paragraphs below.

**Name and Contact Information**

Your name, address, telephone number, and email address should appear prominently at the top of your resume. Your name should appear in all capital letters and stand out from the other text on your resume; however, we suggest using a typeface no larger than 16-point.

If your preferred name differs from your legal first name, you may use abbreviations or parentheses and quotations to indicate how you would like to be addressed.

**Example (Abbreviating First Name):**

C. LAUREN KNOTTEN
1234 Briarcliff Place, Atlanta, GA 30306
404-123-4567 | cknotten@emory.edu

If your preferred name is another name that is not a derivative of your first or middle names, then the preferred name should be noted in the header within parenthesis and quotation marks after your formal name. Please consult with your career advisor for further assistance if this pertains to you.

**Example (Denoting a Preferred Name):**

LI (“JEFF”) WEI
1234 Briarcliff Place, Atlanta, GA 30306
404-123-4567 | jwei@emory.edu

Your resume need not identify your gender. However, if you identify with a particular gender, and the gender with which you identify is unclear from your name and is something you wish to identify, you may indicate a title, such as Ms. or Mr., before your name to inform the reader of your gender. We recommend noting this in a smaller font and putting the appropriate form of address in parentheses.
Example (Identifying Gender):

(Ms.) TERRY KNOTTEN
1234 Briarcliff Place, Atlanta, GA 30306 404-123-4567 | tknotten@emory.edu

Address(es)
The address(es) you list at the top of your resume are a means by which an employer can discern your commitment to a geographic market.

- If you are seeking employment in the area in which your permanent (non-Atlanta) address is located, list both your local and permanent addresses at the top of your resume.
- If you are seeking employment in areas other than the location of your permanent or present addresses, list your present/local address only.
- It may help to have more than one version of your resume if you are seeking employment in multiple legal markets. For instance, if you are seeking employment in Atlanta (the city where you currently reside) and San Francisco (where your fiancé/fiancée lives), have one version of your resume listing your Atlanta address (to send to Atlanta employers) and a second version listing both your Atlanta and San Francisco addresses (to send to California employers).

Note: In all cases, be sure that mail directed to any address on your resume will be handled appropriately.

Telephone Number
Provide only one telephone number, regardless of whether you note one or two addresses at the top of your resume. Note: Do not label your cell phone number as such. Make sure the number you include has a professional outgoing voicemail message, as employers may try to reach you via telephone.

Email Address
As with telephone numbers, provide only one email address. Use your Emory email address. It is the most professional option and highlights your Emory Law enrollment.

Education Section
List your most recent educational institution first (Emory Law) and continue listing in reverse chronological order. List school and location, degree or degree program with major(s), and date received or expected. Include academic honors such as cum laude, with Distinction, or other awards. Keep it brief but provide information regarding honors that are not self-explanatory (see the example resumes in this Guide for text).

- Emory School of Law
  - Please note: You will earn a Juris Doctor (or JD) from Emory Law, NOT a Juris Doctorate or Doctor of Jurisprudence.
  - If you are an AJD student, include an explanation of this advance standing academic program in your Emory Law degree information. Many employers may not be familiar with structure of the program. Share that you are receiving academic credit for any LLBs or LLMs you have received, that you are enrolled in 1L courses during your first year, and that you will graduate in only two years.
Example (AJD):

Emory University School of Law, Atlanta, GA  
Candidate for Juris Doctor with Advance Standing, May 2022  
(One year of credit received for LL.B. [and, if applicable, LL.M.]; enrolled in the 1L curriculum for 2020–2021 and graduating May 2022)

- Your grade point average (GPA) or academic average (the letter grade corresponding to your GPA) should be included if it is helpful to you. (See the Career Center, “Rules for Reporting Grades” in Appendix D and posted in the Symplicity Document Library). Please speak with your career advisor if you are unclear about whether your GPA or academic average should be included on your resume. *Generally, if your GPA is above a 3.0 you should put it on your resume.*

- Do not include LSAT scores on resumes.

If you are a joint degree student, you may list this information in one of three ways:

Example #1 (Listing Joint Degrees):

Emory University School of Law, Atlanta, GA  
Goizueta Business School, Emory University, Atlanta, GA  
Candidate for Juris Doctor and Master of Business Administration, May 2023

Example #2 (Listing Joint Degrees):

Emory University, Atlanta, GA  
Candidate for J.D. and M.T.S. Degrees, May 2023

Example #3 (Listing Joint Degrees):

Emory University School of Law, Atlanta, Georgia  
Candidate for Juris Doctor, December 2023  
Rollins School of Public Health, Emory University, Atlanta, Georgia  
Candidate for Master of Public Health, December 2023

If you have transferred to Emory Law from another law school, you must include the institution from which you transferred, either on the line beneath your Emory Law degree information or as a separate entry below Emory Law. **Note:** You must include the law school at which you completed your first year of law studies, even after graduation. See the “Joon Han” resume as an example.

Example #1 (Transfer) *(BEFORE receipt of Emory Law grades/GPA):*

Emory University School of Law, Atlanta, GA  
Candidate for Juris Doctor, May 2022  

University of Miami School of Law, Coral Gables, FL  
First-Year Coursework, 2019–2020  
Class Standing: 28/360 (Top 8%)

Example #2 (Transfer) *(after receipt of Emory Law grades/GPA):*

Emory University School of Law, Atlanta, Georgia  
Candidate for Juris Doctor, May 2022  
GPA: 3.053  
Attended University of Miami School of Law, 2019–2020
• **Undergraduate Institution(s)** are listed in the same manner as your graduate institution(s). If you transferred while in college, you do not have to list both institutions unless you are listing GPA information. However, if the school where you began your studies will help you to establish geographic ties, you may wish to include it.

• **Study Abroad** may be listed in one of two ways in the “Education” section of your resume: i) as a separate entry from the institution at which you were enrolled full-time just before you studied abroad (also known as your “home institution”); or ii) within a “Study Abroad” section under your home institution. Examples are listed below. Please consult with your career advisor if you would like assistance in determining the best way to note your study abroad experience.

**Example #1 (Study Abroad) (separate entry):**

**Emory University School of Law**, Atlanta, Georgia  
*J.D. Candidate*, May 2023

**Vanderbilt University**, Nashville, Tennessee  
*B.A., magna cum laude, in English*, May 2020  
*GPA: 3.8*

**Christ Church, Oxford University**, Oxford, England  
*Coursework in International Politics, British Literature, and British History*, Fall 2018

**Example #2 (Study Abroad) (within home institution listing):**

**Emory University School of Law**, Atlanta, Georgia  
*J.D. Candidate*, May 2019

**Davidson College**, Davidson, North Carolina  
*B.A., magna cum laude, in Economics*, May 2023  
*GPA: 3.8*  
*Activities:* Habitat for Humanity, Phi Delta Theta Fraternity  
*Study Abroad:* Universidad de Salamanca, Salamanca, Spain *(Spring 2019)*

• Many institutions offer **semester- or year-long programs in US cities** such as Washington, DC. Please use the same format for listing these as you would a study abroad experience. Depending on the programs you attended, appropriate titles may include “Domestic Study Program” or “Academic Internship.”

• If you are concentrating on a particular area of study or seeking employment in a specific practice area, you may indicate that in the “Education” section of your resume. Add a section titled **Relevant Coursework** and include relevant course. However, remember that highlighting this information may screen out other opportunities unrelated to that field of concentration. It may help to have more than one version of your resume highlighting any areas of concentration and including the relevant details, coursework, and activities to show genuine support for such concentrations.

  o You can show a strong grade in a course in parentheses following the course name.

  o If you are listing a course in which you are enrolled but have not taken or completed, list the course and show the semester in parentheses.
Example (Listing Select Courses and/or Select Grades):

**Emory University School of Law**, Atlanta, Georgia

*Candidate for Juris Doctor, May 2023*

GPA: 3.235

*Selected Courses*: Corporate Tax (Fall 2021), Individual Tax (A), Estate Planning (A-)

*Activities*: Moot Court Special Teams; Orientation Advisor; Treasurer, Sports and Entertainment Law Society

- **In very limited circumstances**, listing your high school can be a helpful way to promote a geographic tie or to establish commonality with interviewers. If you went to include a high school (either public or private) that is well known in the geographic area in which you seek employment, or a preparatory school well known nationally, list it as the last item in your “Education” section. Speak to your career advisor if you have specific questions about including your high school on your resume. Your high school should be listed similarly to your undergraduate and graduate institutions, but you should not include high school honors or activities.

- Noting **undergraduate and graduate extracurricular activities** are ways to show employers leadership abilities, a well-rounded personality, and interests. They generally are listed below the institution where you participated in the activity.
  - If your work experience is limited and if you had a significant leadership role or duties within an organization that relate to your employment goals, you might put one or more of your activities in the “Experience” section of your resume.
  - When considering extracurricular activities, consider listing: varsity or intramural athletics, theater or singing groups, fraternities or sororities, academic or affinity groups, resident advisor positions, student newspaper, student government, and other similar activities.

- Externships during your tenure at Emory Law are generally NOT considered extracurricular activities; instead, they are work experience and should be listed in the “Experience” section of your resume. See the “Kevin Marshall” resume as an example.

**Experience Section**

For most employers, this is the most important section of your resume. Exercise the utmost care in your word choice and the information included. When drafting job descriptions, remember that they should be concise and include all relevant information. Do not use personal pronouns (such as “I”). Use short phrases starting with action verbs. See Appendix E for a list of effective Action Verbs.

- List experience in reverse chronological order. Remember that experience may include: full- or part-time employment (both paid and volunteer), externships, internships, research assistant positions, volunteer activities, civic activities, and workshops or clinic experiences with actual work involved.
  - You do not need to include whether a job was full-time or part-time or how many hours/week you worked.
- Use past tense for jobs previously held and present tense for current positions.
- If you worked with a single employer for a long time, show promotions and increased responsibility, if applicable. See the “Jasmine Thomas” resume as an example.
• First-year students may include an undergraduate extracurricular activity in this section if you held significant responsibility and you otherwise have little work experience.

• When listing employers, use only the employer name and city/state in which it is located. The city/state should be flush with the right margin on the same line as the employer name.

• Include the dates of employment. Dates should be flush with the right margin on the same line as the job title. Spell out the names of months instead of using numbers. For example, “January 2018 – August 2019” is preferred to “1/15 – 8/16”.

• Next, list your job title and a description of your duties.

• Make sure that the action verbs you use to describe your work not only adequately and accurately describe your experience, but also convey the qualities employers seek. Look at the job description to determine what qualities a particular employer is seeking. See Appendix E for a list of effective Action Verbs.

• Where appropriate, consider quantifying items such as actual number of employees supervised or percentage of increase in business.

• Do not use industry-related jargon unless you are looking for a position in that field and even then, limit your use.

• Do not use the words “memo” or “memos,” but rather, “memorandum” or “memoranda,” respectively.

• If you worked as a research assistant in college or law school and are short on space in the “Experience” section, you may move this information to the “Activities” section of the school under “Education.”

  Example (Citing Research Assistant Experience):
  
  Emory University School of Law, Atlanta, GA  
  Candidate for Juris Doctor, May 2019  
  Activities: Research Assistant for Professor Kay Levine

• If you have accepted a position, but have not yet started it, it is appropriate to note the employer’s name, city/state, your title, and when you will begin work. Note: It is not appropriate to describe your presumed job duties. This is helpful when noting externships or summer internships you have not started.

  Example #1 (Future Work):
  
  U.S. Securities & Exchange Commission, Atlanta, GA  
  Selected as Extern for Fall Semester 2021  
  See the “Kevin Marshall” resume as an example.

  Example #2 (Future Work):
  
  Hilton, Simpson, & Lohan, LLC, Los Angeles, CA  
  Selected as Summer Associate for Summer 2022

• If you have received a job offer to return to a previous legal employer, you may indicate this next to the employer’s name.
Example #1 (Offer Received):

Smith & Jones, LLC, Los Angeles, CA (Received offer of post-graduate employment)
Summer Associate, Summer 2018

- If you have had several non-professional jobs, space permitting, list them together as the last items in your “Experience” section if the following situations apply to you: (1) you want to promote a geographic tie; (2) one or more of your jobs might be a conversation starter; or (3) it explains a timing gap in your employment history (include dates of employment only if this gap issue applies to you). Although these jobs are non-legal, they show an employer a strong work ethic.

- Remember to be consistent throughout the formatting of the “Experience” section. Concentrate on your accomplishments at each job. Lead with your strengths by listing them first in your entries so that you can highlight your abilities.

Publications Section

After your first year, you may have publications to list. Published papers may be listed either in the “Education” section or in a separate section of the resume entitled “Publications.”

- Publications in a legal journal should be cited in accordance with The Bluebook. See the “Kevin Marshall” resume as an example.

- Published works in non-legal journals should be listed using citation methods in accordance with the particular field of study.

- If you have written scholarly papers that have not yet been published, after the title of the paper, indicate the submission status of the paper and, if known, the date it will be published.

Community Service Section

If you seek a public-sector job, it is useful to group your volunteer work in one section entitled “Community Service” so employers can easily identify your commitment to public service. Include collegiate and post-graduate volunteer work. If you held a high-level volunteer position, you could list it as a separate item in your “Experience” section. See the “Anjali Shah” resume as an example.

If you are not seeking a public-sector job but want to include volunteer work to demonstrate leadership and initiative, include it either as an activity in your “Education” section (under law school, graduate school, or college as appropriate) or in your “Additional Information” section (see below for further information about this section), particularly if the activity might be a conversation starter. See the “Joon Han” resume as an example.

Additional Information Section

This is a catch-all category that is useful in establishing ties to a geographic area, unique skills, language proficiency, professional memberships/affiliations, continuing legal education seminars attended, volunteer activities, interesting hobbies and travel, and other information that does not logically fit under another heading. It provides employers with information about you as a person beyond “law student.” Many interviewers draw from this section to ask questions to get to know a candidate.

- If you have other qualifications that tie in with your overall career goal, list them in this section.

- All information is assumed to be current unless you indicate a specific date or range of dates.
• Professional licenses and affiliations should be listed in this section. Professional affiliations include your bar status and other professional organizations with which you are involved. See “Jasmine Thomas” resume as an example.

• Use your own judgment when listing religious or political activities, as your employer may not share your views.

• Do not include items such as date of birth, marital status, number of children, health status, or other similar information. This information is not only irrelevant to your employability but also may lead to discriminatory hiring practices. Do not include your photo on a resume. Many employers will automatically reject resumes with photos to avoid any potential violations of anti-discrimination laws.

Evaluate Your Resume

At this stage, read and evaluate your resume. This step should be done at least several hours, if not days, after you have finished your first draft, so you are reviewing it with fresh eyes. Here are a few aspects to consider:

• Have you reviewed for formatting errors and inconsistencies? Are there any spelling or grammatical errors?

• Does your resume portray you in the most favorable light? Have you used dynamic, descriptive language to detail your experiences? Review the Action Verb List in Appendix E to see if there are stronger ways to state what you have written.

• Is your resume easy to read?

• Have you utilized white space sufficiently?

• Especially for 3Ls: have you indicated your employment goals by highlighting related experience and coursework, and transferable skills?

Revisions

Make all the necessary corrections. Re-check for typos and words not caught by spell check because they are spelled correctly but are contextually incorrect. Remember, spell check is not 100% reliable, so review your resume carefully. One recommended tactic is to read your resume backward line-by-line starting at the bottom. Any typos in a resume may cause an employer to dismiss it immediately.

Review by Others

Have your resume reviewed by your career advisor. Your resume should reflect what is important to you, but objective reviewers will tell you what the resume says to them (i.e., what potential employers reading it for the first time might think). Ask your reviewers to check for typos and evaluate the phrasing of your descriptions during their second reading.

Resume Examples

Please use these as guides only. DO NOT COPY!
JASMINE A. THOMAS
jthomas@emory.edu • 404.377.1234

Current Address
910 Constitution Drive
Decatur, GA 30031

Permanent Address
87 Todd Road
Katonah, NY 10536

EDUCATION

Emory University School of Law
Atlanta, GA
Candidate for Juris Doctor
May 2023
- GPA: 3.34
- Relevant Coursework: Introduction to Legal Analysis, Research, and Communication: A- (Fall 2020)
- Activities: 1L Representative, Student Bar Association; Member, TI:GER (Technological Innovation: Generating Economic Results), Member, Black Law Students Association

Northwestern University
Evanston, IL
Bachelor of Science, cum laude, in Civil Engineering
May 2016
- Activities: President, American Society of Civil Engineers, Intramural soccer
- Honors: Dean’s List, Karr Achievement Scholarship

Madrid University
Madrid, Spain
Study Abroad Program in Environmental Studies
May – August 2015

EXPERIENCE

Brothers Consulting, Lt.
Chicago, IL
Project Engineer
June 2017 – May 2018
Associate Project Engineer
July 2016 – May 2017
- Supervised two junior engineers and two computer-assisted drafting technicians
- Presented to and negotiated with state and local transportation, planning and zoning officials throughout agency approval process
- Designed roadways, road widening, grading, erosion control plans, water distribution systems, storm drainage systems, stormwater detention ponds and sanitary sewer
- Received the 2015 Grand Award (outstanding achievement that benefits the goals of the Company)

Big Buddies Program
Chicago, IL
Founder/Chairperson
September 2014 – May 2016
- Created and managed program pairing 30 children with college students
- Organized semi-annual group teambuilding outings and monthly community service projects
- Authored four articles announcing organization’s activities in a community newspaper
- Collaborated with senior administrators of local elementary and middle schools to promote the organization to student and parent populations

ADDITIONAL INFORMATION

- Eligible to sit for Patent Bar
- Member, Intellectual Property Section of Atlanta Bar Association
ANJALI SHAH
1234 Briarcliff Place, Atlanta, GA 30306 • 678.872.4592 • ashah@emory.edu

EDUCATION

Emory University School of Law, Atlanta, GA
Juris Doctor Candidate, May 2023
GPA: 3.431 (Top 25% = 3.456; Top 30% = 3.394)
Honors: Merit Scholarship; Dean’s List; Dean’s Award, Contracts (received highest grade in class)
Activities: Vice President, EPIC; 2L Representative, Health Law Society; Member, South Asian Law Students Association, Transactional Law Certificate Program

Boston University School of Public Health, Boston, MA
Master of Public Health in Health Law, December 2017
GPA: 3.54

Emory University, Atlanta, GA
Bachelor of Science in Biology, May 2015
GPA: 3.326
Honors: Alpha Epsilon Omega National Honor Society
Maintained full- or part-time employment throughout undergraduate studies.

EXPERIENCE

Boston University Hospital, Boston, MA
Research Assistant, January 2018 – July 2020. Performed genetic analysis to determine predisposition to thrombosis. Conducted interviews with research subjects. Created standardized forms regarding research consent. Developed and maintained a database to organize research.

Himalayan Health Exchange, Ladakh, India
Medical Aid Volunteer, May – July 2016. Aided physicians in delivering healthcare to rural community. Taught patients how to prevent disease and maintain good health - both one on one and in group settings.

Elementary Science Education Partners (ESEP), Atlanta, GA
President of ESEP Council, January 2013 – May 2015. Organized weekly meetings to discuss partners’ experiences in the classroom. Publicized and fundraised for ESEP.


Other experience includes work as a waitress at Mellow Mushroom, Tucker, GA (June – November 2013) and Macaroni Grill, Atlanta, GA (December 2011 – June 2012).

COMMUNITY SERVICE

Home for Little Wanderers, Boston, MA. Mentor for runaway children. August 2016 – August 2017

ADDITIONAL INFORMATION

KEVIN MARSHALL
1220 Rock Springs Court, Atlanta, GA 30306
(404) 555-1234 • kmarshall@emory.edu

EDUCATION

Emory University School of Law
Atlanta, GA
J.D. Candidate

GPA: 3.573 (Top 25%)
Honors: Dean’s Award, Business Associations (highest grade in class)
Activities: Staff Member, Emory Law Journal; Vice President, Criminal Law Society; Student Ambassador
Publication: Novel or Nonsense: Theories of Patentability, 56 EMORY L. J. (forthcoming Spring 2019)

University of Michigan
Ann Arbor, MI
B.A., magna cum laude, in Communications

GPA: 3.735
Honors: James B. Angell Scholar; Golden Key National Honor Society
Activities: Arts Editor, The Michigan Daily (student newspaper); Captain, Dance Marathon (personally raised $2,500 to benefit children’s hospital)

EXPERIENCE

DeKalb County Public Defender’s Office
Atlanta, GA
Selected as Fall 2020 Intern

United States District Court for the Northern District of Georgia
Atlanta, GA
Judicial Intern to Honorable Wendy Spack

• Researched and drafted memoranda regarding Fair Labor Standards Act overtime, wage arbitration provision, and bankruptcy judicial estoppel involving malpractice claim and undisclosed patent asset
• Observed jury trial, plea bargaining, sentencing hearings, and attorney conferences

Miller & Johnson, PLC
Chicago, IL
Marketing Intern

• Coordinated firm-sponsored continuing legal education (CLE) programs for in-house counsel
• Authored articles for weekly internal newsletter
• Assisted attorneys with preparation of practice area-specific electronic client alerts
• Updated contact management system on a daily basis

ADDITIONAL INFORMATION

• Interests include: playing golf, reading biographies, and watching independent films
• Ten years of choral training
• Student Member, Atlanta Bar Association.
EDUCATION

Emory University School of Law, Atlanta, GA
Juris Doctor Candidate May 2022

UC Davis School of Law, Davis, CA
First-year coursework August 2019 – May 2020
GPA: 3.90; Class Rank: 3/235
Honors: CALI Award for Torts; Merit Scholarship
Activities: Environmental Law Society; Business Law Society

George Washington University, Washington, DC
Bachelor of Science, cum laude, in Political Science May 2016
GPA: 3.56
Honors: Dean’s List
Activities: President, Green GW; Kappa Sigma Fraternity; Pre-Law Society

ENVIRONMENTAL EXPERIENCE

UC Davis School of Law, Davis, CA
Research Assistant for Professor Stuart Williamson May – August 2020
• Researched pending legislation regarding climate change and global warming
• Reviewed and edited article on greenhouse gas regulation

Wildlife Conservation Society (WCS), Washington, DC
Policy Analyst July 2018 – August 2019
• Analyzed federal policy for impacts on WCS programs, focusing on energy and climate legislation and policy, renewable energy policy, trade, and appropriations
• Developed strategy for policy campaigns to advance initiatives and raise WCS’s profile
• Drafted testimony, briefing materials and talking points for CEO for Washington-based events such as Congressional hearings, briefings, and educational forums

OTHER EXPERIENCE

CDW Corporation, Arlington, VA
Account Manager September 2016 – June 2018
• Managed a $3 million-dollar portfolio, maintaining a top 10% sales team ranking for both revenue and profit
• Built relationships with directors and executives of client companies through highly consistent customer service and effective communications

ADDITIONAL INFORMATION

• COMMUNITY SERVICE: Volunteer, Boys and Girls Club of Greater Washington; Team Leader, Habitat for Humanity
• LANGUAGE: Fluent in Korean
COVER LETTERS

Purpose

A good cover letter is an essential tool in your job search because it should draw attention to your unique qualifications for a specific job, show your interest in and ties to a geographic area, and request an interview. A well-written cover letter should capture the attention of the reader, inspire him/her to read your resume, and drive the reader’s desire to interview you. Do not forget that your resume and cover letter are a package deal. Employers will use these documents in tandem to decide about you.

Besides being persuasive, your cover letters must be organized, concise, and grammatically correct. An employer reviews a cover letter as a writing sample. A letter poorly formatted or constructed or that contains grammatical or spelling errors can be a cause for disqualification with that employer. A guide to formatting cover letters is included at the end of this section.

Cover Letter Formula

A cover letter should be three or four paragraphs; longer letters will likely go unread. The following formula should be followed for drafting an effective cover letter.

Step 1: Ask yourself the following questions:

1. What position are you applying for?

2. Why are you applying to this position? What draws you to this employer/this role/this position?

3. What qualifications are required? Is the employer looking for anything specific, apart from the main qualifications listed (i.e. good attitude, people skills, self-starter?)

4. What skills, traits, experience, strengths, characteristics do you bring to the table that make you a good candidate for this position? Brainstorm everything!

5. What are the most important things you want this employer to know? In other words, what themes are you trying to highlight in your resume and cover letter?

6. For the additional skills, experiences that are important but do not fit into your three main themes, be sure they are represented in your resume or maybe your cover letter in another place!

7. For your top three themes, what specific examples/stories/anecdotes do you have to show these themes?
Step 2: Follow this format:

**FIRST PARAGRAPH**

- Introduce yourself and tell them why you are writing (i.e. to apply for an internship for summer 2021) (Answer to #1)
- Tell them why you’re applying to this employer specifically. Describe any connection you have to the geographic location and/or employer. (Answer to #2)
- Finish with a roadmap sentence. Encapsulate your candidacy and tell them why they should hire you in one sentence. (Answer to #5)

**SECOND (and perhaps THIRD) PARAGRAPH(S)**

- Breakdown the roadmap sentence and support the three themes you provided with examples and stories. (Answers to #5,6)
- Remember to tie each theme back to why it is relevant to this employer. How will your strengths/experiences allow you to make a meaningful impact for this employer?
- Don’t forget to lead the reader through your letter with topic sentences.

**FINAL PARAGRAPH**

- Tell them your application materials are attached.
- Thank them for their consideration.
- If you are an out of town candidate, tell them if/when you’ll be in town in the near future.
- Convey enthusiasm!

**Cover Letter Mechanics and Examples**

To Whom Should Your Cover Letter Be Addressed and How Should Your Cover Letter Be Personalized?

The key to writing a good cover letter is to personalize it. Use employer websites, NALP forms, information posted on Symplicity, and LinkedIn to determine the appropriate hiring contact. If necessary, call to request the name, including correct spelling and gender, of the proper person.

If you have a personal contact within an office with a dedicated recruiting coordinator, address your letter to the recruiting coordinator and mention your contact in the first sentence. Then, copy your contact on the correspondence or email, so he or she is in the loop.

If you do not know the name of a law firm’s recruiting coordinator, and you are using LinkedIn or Martindale-Hubbell to find a contact person, address the letter to someone in the firm who practices in your area of interest or is a college or law school alumni, as they are more likely to take an interested look at your resume. There are almost no situations in which you could not, with a little bit of digging, locate the name of a person to whom you should send the letter. When in doubt, ask your career advisor for guidance.
If you are in the rare situation where you have no way to find a name, as a last resort, address the letter to “Hiring Partner” (for law firms) or “Hiring Attorney” (for public sector employees), and use “Dear Sir/Madam” as the salutation. If you use “Dear Sir/Madam” and the hiring decision-makers think you could have identified a contact, your application likely will be excluded from consideration.

Personalizing your cover letter goes far beyond addressing it to a specific person. Employers want to know why you have written to them and how you can contribute to their organization. Your cover letter should provide clear evidence to the reader that your decision to write resulted from a sincere interest and an informed decision. Therefore, you must research the employer, and lay out clearly and concisely your “case” for why you are a good fit for the opportunity and organization. Cover letters with generic statements will set off a red flag in the reader’s mind. A properly tailored cover letter will emphasize particular elements of your background especially appropriate for the employer.

Example #1 (Tailoring Cover Letters):
“I am interested in Gordon, Iverson & Matthews because of your practice in civil litigation and corporate law. These areas of law are of particular interest to me because of my recent participation in the Moot Court competition and my prior corporate experience with the firm of Smith, Jones & Taylor.”

Example #2 (Tailoring Cover Letters):
“I am particularly excited about the opportunity to work with the Atlanta Legal Aid Society this summer because of your work in the areas of housing and assistance to the elderly. While in college, I was a regular volunteer with Meals On Wheels, which inspired a passion in me for helping seniors achieve safe and healthy independent living arrangements.”

Introductory Paragraph Examples
The first paragraph is your introduction. State the reason for your letter and name the specific position (e.g., a summer internship, clerkship, or associate position, etc.) for which you are applying. If applicable, name the person who recommended that you contact the employer. Although often you cannot begin your letter with a personal tie, your goal is still to introduce yourself and gain the reader’s attention. You might try leading with well-defined interests and skills or opening with a statement regarding your class year in law school.

Example #1 (Personal Tie):
“Jim Wilson suggested that I contact you regarding an associate position with your firm. I am graduating this May from Emory University School of Law and am seeking a position with Smith, Jones & Moore’s bankruptcy group.”

Example #2 (Leading With Skills/Interests):
“My training and clinical experience in litigation and my sincere interest in that area may be of value to Smith, Jones & Moore. I am a second-year student at Emory University School of Law and would like to meet with you to discuss the possibility of a summer associate position with your firm.”

Example #3 (Opening With Simple Statement):
“I am a first-year student at Emory University School of Law and am writing to express my interest in obtaining a summer internship with the American Civil Liberties Union. I have significant experience and a real passion for public interest work, and would like to spend the summer contributing to your civil rights division.”
In the next paragraph (or two), you must persuade the reader that your background and special skills fit the needs of the organization. Do not merely restate the activities, honors, or job descriptions on your resume. Your cover letter should elaborate upon facts or reveal short stories about your skills, experiences, strengths, achievements, judgment, and character that the reader could not glean from the activities, honors, and jobs on your resume. The most effective way to do this is to highlight two or three main attributes, skills, or experiences that relate to the work you would be doing and cite specific examples from your experiences, training, education, or work history that bolster these points. Start the second paragraph of your cover letter with a topic sentence that enumerates the qualities you will elaborate upon in the remainder of the paragraph.

**Example (Topic Sentence):**

“I hope to offer your firm value during the summer associate program by utilizing my sharp research and writing skills, and by leveraging my analytical skills.”

The following are examples of skills, experiences, and attributes you may highlight in your cover letters. This is not an exhaustive list, and you may think of other attributes pertinent to your background, experiences, and expertise you wish to point out. Remember, raise only two or three attributes, and elaborate on them succinctly in your topic sentence. Most importantly, tie these attributes to the position for which you are applying by providing context that will resonate with the employer.

<table>
<thead>
<tr>
<th>Academic achievement</th>
<th>Intellectual curiosity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis and reasoning skills</td>
<td>Interpersonal skills</td>
</tr>
<tr>
<td>Advocacy skills</td>
<td>Investigation skills</td>
</tr>
<tr>
<td>Business development skills</td>
<td>Leadership experiences</td>
</tr>
<tr>
<td>Career focus that matches the firm’s or organization’s specialties</td>
<td>Listening skills</td>
</tr>
<tr>
<td>Creativity</td>
<td>Management experiences or skills</td>
</tr>
<tr>
<td>Community involvement and service</td>
<td>Negotiation skills</td>
</tr>
<tr>
<td>Diligence</td>
<td>Networking</td>
</tr>
<tr>
<td>Enthusiasm</td>
<td>Organizational skills</td>
</tr>
<tr>
<td>Experience working in a diverse setting</td>
<td>Passion</td>
</tr>
<tr>
<td>Fact-finding skills</td>
<td>Persuasiveness</td>
</tr>
<tr>
<td>Geographic ties</td>
<td>Practical experience gained before law school</td>
</tr>
<tr>
<td>Good judgment</td>
<td>Problem-solving</td>
</tr>
<tr>
<td>Hard worker</td>
<td>Public speaking</td>
</tr>
<tr>
<td>Independent worker</td>
<td>Real-life legal experience before graduation</td>
</tr>
<tr>
<td>Initiative</td>
<td>Research and writing skills</td>
</tr>
<tr>
<td>Integrity</td>
<td>Strategic planning</td>
</tr>
</tbody>
</table>

In the sentences after the topic sentence, you want to write examples of either how you gained or used the skills named in your topic sentence in a factual, yet persuasive manner that allows the reader to draw inferences about your abilities, rather than providing the reader with the conclusion you want them to reach. Avoid clichés and overstating your qualifications.

**Example #1 (Providing Reader Conclusion):**

“I am confident you will find that my experience adds both value and perspective to your practice, as I have spent many hours working with indigent clients on probate matters.”
Example #2 (Leaving Inference to Reader):
“...My comparative study of European probate practices, coupled with my summer internship with Atlanta Legal Aid Society’s Probate Center, which provided me the opportunity to draft numerous wills, has enabled me to refine my legal research and writing skills.”

You also can discuss attributes not on your resume, such as high grades in a relevant course concentration or other qualifications. If your grade point average is not your strongest point, sell your experience that relates to the work of the employer, your commitment to hard work, and your interest in that employer instead. Resist the temptation to focus on or explain the weaker parts of your candidacy in a cover letter; the tone should always remain positive and confident.

Closing Paragraph
Your cover letter should close on a positive note by indicating your desire for an interview and your availability. Consider indicating that you will contact the employer about a possible interview. Such proactivity can show an employer initiative, organization, and promptness. If you include language to this effect, follow through. **Note: still make the follow-up contact even if you do not expressly reference it in your letter.**

Example #1 (Closing):
“I plan to be in the Boston area the week of October 1 and am interested in meeting with you to discuss my qualifications. You may contact me at (404) 555-1233 or jsmith@emory.edu. In the meantime, thank you for your consideration.”

Example #2 (Closing):
“I have enclosed my résumé for your review. Should you have any questions or require any additional materials, please contact me at (404) 555-1212 or cjones@emory.edu. I will contact you in the next few weeks to discuss the possibility of arranging an interview. Thank you in advance for your time and consideration.”

Cover Letter Examples Follow

Please use them as guides **only**. DO NOT COPY!
INSTRUCTIONAL COVER LETTER

Your Address (excluding your name)

Date

Individual’s Name (e.g., Robert J. Smith, Esq.)
Individual’s Title (if known, e.g., Managing Partner)
Firm/Organization Name
Firm/Organization Address

Dear Mr./Ms. Smith:

First Paragraph: Explain why you are writing to this employer and do so in a manner that conveys honest enthusiasm. Name the position for which you are applying and mention how you heard about the opening (if applicable). Explain why you are interested in working for this specific employer. Note: If someone referred you to this firm/organization, refer to that individual in the first sentence of your first paragraph.

Second Paragraph: This is the paragraph where you sell yourself to the employer. Start with a topic sentence that sets forth the two or three strengths you wish to highlight. Point out specific experiences and achievements that serve as examples to bolster your “case” that you are an outstanding or solid candidate for employment with this firm/organization (or for the specific position for which you are applying). You may refer briefly to your enclosed resume for amplification. Note: Break this paragraph into two separate paragraphs if it looks too long!

Third Paragraph: Have an appropriate closing that paves the way for an interview. Reference the documents you are enclosing, if any, as application materials such as your resume and transcript. Thank the individual for his/her time and consideration.

Sincerely,

(Your signature – do not forget to sign!)

Your name typed
1020 Clairmont Ave.
Atlanta, GA 30329

July 5, 2019

Peter S. Goodrich, Esq.
Sidley Austin LLP
One South Dearborn
Chicago, IL 60603

Dear Mr. Goodrich:

I am a rising second-year student at Emory University School of Law, and I am seeking a position in Sidley’s 2019 Summer Associate program. Upon graduation, I look forward to returning to Chicago, where I was born and have spent many summers. Sidley’s presence in Chicago, particularly its regulatory practice, makes it an ideal fit with my interests, background, and qualifications.

My education in business and work experience have prepared me to contribute to Sidley’s prestigious practice. My undergraduate business degree provides me with an understanding of critical business drivers and the implications of legal considerations on business decisions. This background, coupled with my legal education, provides me with a unique perspective. Additionally, I have honed my legal writing skills through my summer experience as an intern at the Illinois Administrative Hearings Department. There, I researched and drafted several opinions for Administrative Law Judges on subjects ranging from the Illinois Food Stamp program to tribal immunity. The experience helped me gain practical insight into the practice of administrative law. I hope to use this insight and my legal skills to serve your clients.

Thank you very much for considering my application. I am in Chicago this summer and would be very happy to meet with you at your convenience. You can reach me at (770) 430-4323 or cpatterson@emory.edu. I have attached a copy of my resume for your review, and I look forward to hearing from you about the possibility of arranging an interview.

Sincerely,

Catherine E. Patterson
Dear Mr. Miller:

At a recent Emory University School of Law reception, I had the pleasure of meeting one of your partners, Wanda Brown, and she suggested that I contact you regarding summer employment opportunities with Miller, Dunlap & Rouse. As you can see from my enclosed resume, I recently graduated *cum laude* from the University of Georgia and am in the top 25% of my class as a first-year student at Emory Law.

Besides my exemplary academic achievements, I am confident that my professional experiences have provided me with the skills to perform competently and efficiently in your firm. During my time with Fidelity Investments, I learned to think quickly on my feet while answering client questions regarding the company’s various investment vehicles. As a floor manager and server at Hudson Grille, I integrated interpersonal skills and professionalism in a high-volume restaurant, requiring multi-tasking and teamwork. I will bring this same work ethic and level of enthusiasm to my duties as a summer associate for Miller, Dunlap & Rouse.

I am very interested in using these skills to protect the rights of tenants against landlords. My property law class was my most interesting course last semester and ignited a passion in me for the field. My academic and professional training, combined with my passion for tenants’ rights, make me an ideal candidate for a summer internship with your firm.

I would appreciate the opportunity to meet with you to discuss my qualifications in further detail. You can reach me at john.smithson@emory.edu or 404-555-1234. Thank you very much for your time and consideration.

Sincerely,

John R. Smithson
2262 Ponce de Leon Place  
Atlanta, Georgia 30306  

December 1, 2018  

Cindy Liebes, Esq.  
Federal Trade Commission - Southeast Region  
Suite 1500  
225 Peachtree Street, N.E.  
Atlanta, Georgia 30303  

Dear Ms. Liebes:  

I was very excited to learn about the summer internship opportunity with the Federal Trade Commission’s Southeast Region. As a first-year law student at Emory University School of Law, a summer internship with your organization would be an excellent opportunity to further my interest in a federal government career.  

I am interested in an internship with the FTC given my background in consumer protection. I hold an undergraduate degree from the University of Virginia in Consumer Economics, where my coursework and research focused on the economic fallout from the recent predatory lending practices across the United States. During the summer of 2017, I had the opportunity to work as an intern with the Consumer Financial Protection Bureau in Washington, D.C., where I drafted consumer outreach materials for the Fair Lending and Equal Opportunity division. I enrolled at Emory Law to further develop my interest in this area through the study of antitrust law. I would very much like to be a part of the FTC’s efforts to prevent unfair business practices on the federal level.  

Thank you very much for your time and consideration of my enclosed application materials. I will be in touch with you shortly to discuss the possibility of interviewing with the FTC.  

Sincerely,  

Carrie B. Preston
2121 Clifton Road, Apt. 103  
Atlanta, Georgia 30322

January 2, 2019

The Honorable Vernon Pitts  
The Office of the Public Defender  
Adult Division  
160 Trinity Ave SW  
Atlanta, GA 30303

Dear Mr. Pitts:

I would like to be considered for the position of appellate attorney recently posted on your website. I am a third-year student at Emory University School of Law and will be graduating in May. This position particularly interests me because I enjoy appellate writing and criminal law, particularly criminal defense.

Last summer, I concurrently worked as a Certified Legal Intern (“CLI”) at The Office of the Public Defender, Fourth Judicial Circuit and as a law clerk at a law firm. These experiences allowed me to see the legal process from both the trial and appeals perspectives. As a CLI, I represented clients before the court during arraignments, pretrial hearings, and bond reduction hearings.

At the law firm, I was entrusted with the responsibility of reviewing the entire record on appeal, spotting the issues, and writing several briefs from beginning to end. After a final review, all the briefs were submitted to the First District Court of Appeal with minimal changes. The appellees in two cases conceded error. Subsequently, I became the go-to person in the office for appellate research and writing and was sent to a CLE course entitled “E. Earle Zehmer Appellate Practice Before the First DCA” to help further develop my appellate writing.

Finally, my experiences have earned me the unique opportunity to work as a judicial extern under The Honorable Philip J. Padovano at the Superior Court of Fulton County, Atlanta, Georgia. My externship begins in two weeks and extends through April.

I would appreciate the opportunity to meet with you to discuss my qualifications in further detail and will be in touch soon to schedule a time when we can meet. I have enclosed my resume for your review.

Thank you in advance for your time and consideration.

Respectfully,

Earl J. Walker
1679 Peachtree Place  
Atlanta, Georgia 30309  

August 3, 2018  

The Honorable Alfonzo Gonzales  
District Judge  
United States District Court for the Middle District of Florida  
100 Smith Drive  
Jacksonville, Florida 32216  

Dear Judge Gonzalez:  

I am an experienced judicial intern and a member of the Emory Law Journal with excellent research and writing abilities. I am in the top 10% of my class and am applying for the law clerk position in your chambers beginning in August of 2019.  

As my resume indicates, I worked for Justice Smith at the Florida Supreme Court last summer. While working in Justice Smith’s chambers, I researched complex legal issues ranging from negligence to capital post-conviction relief. I also drafted memoranda addressing conflicting circuit court decisions. I was fortunate to find placement in a court where I not only was given meaningful work, but also was invited to discuss oral arguments, legal issues, and strategies for opinions with the Justice. My interaction with Justice Smith and his staff attorneys gave me an understanding of the judicial process and significantly strengthened my legal reasoning and analysis skills.  

With respect to the private sector, I worked as a summer associate for a bankruptcy law firm where I successfully handled matters involving areas of law in which I had no previous experience. I am now working for a sole practitioner in the areas of commercial litigation and environmental law. These experiences have taught me to be an independent worker who can organize and manage her assignments.  

I have included my résumé, law school transcript, Emory Law Journal case note as a writing sample, and three letters of recommendation. If you have questions or require any additional materials, please contact me at (678) 593-3484 or avilla@emory.edu. I look forward to the opportunity to speak with you regarding my candidacy.  

Thank you for your consideration.  

Sincerely,  

Andrea Villa
2783 Briarvista Way N.E.
Atlanta, GA 30329

October 12, 2018

Deputy District Attorney Elester Hedgepeth
Santa Clara County District Attorney’s Office
Law Clerk Internship Program
County Government Building – Southeast Wing
18 West Hedding Street
San Jose, CA 95110

Dear Mr. Hedgepeth:

I am a third-year law student at Emory University School of Law and am writing to apply for a post-bar Clerkship position with your office. My firm commitment to public service, in addition to my excellent advocacy skills, would make me an ideal candidate. I am very interested in relocating to the Bay Area, have friends and family who live there, and I plan to take the California Bar Exam in July 2019.

My coursework at Emory Law has strengthened my litigation skills and knowledge of criminal law, and my recent experiences have provided me the opportunity to advocate zealously for my clients. I participated in Emory Law’s Trial Techniques program and am currently taking a criminal trial advocacy course where we practice presenting various motions weekly. I have a strong desire to do trial work, to work with law enforcement, and to help keep the community safe.

This past summer while working for the California Attorney General’s Office, I wrote three appellate briefs and appeared before the First Appellate District Court in San Francisco for oral arguments. I received a grant for the summer from the Emory Public Interest Committee and was selected through a competitive application process. Also, my work ethic, self-motivation, and leadership abilities make me an ideal candidate.

I have enclosed my application materials for your consideration. I hope to have the opportunity to interview with you. If you have questions, please email me at syu@emory.edu or call me at (404) 523-3978. Thank you for your time and consideration.

Sincerely,

Sunny Yu
WRITING SAMPLES

Many employers will ask for writing samples as a part of the application materials they require. Writing samples should be a representation of your legal work and should demonstrate your ability to make a persuasive argument and perform legal analysis. Your sample should be free of typos and other errors. Ideally, your writing sample should be your unedited work; however, if your sample has been edited, state this clearly and explain the extent of the editing by others. We recommend including a cover page on your writing sample with a header that matches your resume, describes the context in which it was written (e.g., ILARC, summer position, etc.), and discloses the extent to which the sample has been edited. Examples of cover sheets are included in this guide.

Most first-year students use their ILARC open memorandum as a writing sample and some transition to using a portion of their brief following its completion. Instructions for converting this document into a writing sample can be found in the Symplicity Document Library.

As you gain work experience, you may wish to use a document you produced for an employer. You must obtain permission from that employer and take any necessary steps to redact any confidential or privileged information or to preserve the anonymity of the client. If you are using an excerpt from a document, considering using a coversheet to give context to the portion you have included.

Writing samples should not be too lengthy. Generally, five to ten pages are sufficient. If you are using a portion of a document (e.g., a part of a moot court brief), indicate this for the reader and add contextual information. Review your writing sample before interviews as you may be questioned about it. Produce your writing sample on regular (not resume) paper. Always arrive at interviews prepared with extra copies of all your application documents, including your writing sample.

Writing Sample Cover Sheet Examples Follow
WRITING SAMPLE

The following is an excerpt from the Introduction to Legal Analysis, Research, and Communication “open memo” assignment. This memorandum is my original work product but reflects feedback from my instructor.

Written October 2018

Summary of facts:

[Insert facts here ONLY if you excerpted them from your writing sample and if the reader cannot understand your writing sample without them]

Summary of issues involved in the case:

[Insert issues here ONLY if you excerpted them from your writing sample and if the reader cannot understand your writing sample without them]
Writing Sample

Excerpt from Introduction to Legal Analysis, Research, and Communication assignment

Appellant’s Brief in Support of its Motion for Summary Judgment

Written April 2019

Summary of facts:

[Insert facts here ONLY if you excerpted them from your writing sample and if the reader cannot understand your writing sample without them]

Summary of issues involved in the case:

[Insert issues here ONLY if you excerpted them from your writing sample and if the reader cannot understand your writing sample without them]
REFERENCE LISTS

General Information

Most employers will want references from final candidates. The best references are people who are informed about your abilities as a student or a worker and are familiar with your strengths. Any reference (law school or college professors, employment supervisors, etc.) should have been in a position to observe the quality of your performance on the job and able to speak to your critical thinking, problem-solving, analytical skills and character. If you know prominent members of the bar willing to speak on your behalf, include them among your references. Most importantly, your list should contain only people who can give a strong, positive reference.

When considering who to use as references, remember that certain individuals may serve as better references for different prospective employers. Having more than three references will allow you to customize your reference list for particular positions. Note: Always get permission in advance to use a person as a reference. Provide all references with a copy of your resume so they are up to date on your accomplishments and can speak intelligently on your behalf. If you worked with your references some time ago, consider sending a cover letter to refresh their memory about you. Include information containing courses you took with them, grades you received, and details about projects you worked on together. Also, provide your references with some information about the employers that may contact them.

Judges often require letters of recommendation instead of or in addition to a list of references. Please contact the Assistant Dean for Public Service for guidance in selecting recommenders. Always notify your recommenders and references when you are using their letters or name for an application so they are prepared if the judge or employer contacts them.

Once you have received the job, write a note thanking your references (or recommenders) for their support and inform them of where you are working.

Formatting Your Reference List

References should not be included on a resume, nor should you add a line on your resume which states “references available upon request.” However, employers will expect you to have a list of references readily available. Bring extra copies of your reference list to interviews.

Your reference list should have the same header as your resume and should include the reference’s name, position, employer, work address, phone number, and email address. If your references acted as your supervisor at an employer other than the one where they are working now, you can note that on the line below their name in parentheses.

List at least three, but no more than five, references. If additional references are needed, employers will request them. Your reference list should be printed on the same paper as your resume and cover letter.

Reference List Example Follows
REFERENCES

Perry B. Mason, Esq.
Chief Assistant District Attorney
DeKalb County District Attorney’s Office
2000 Clairmont Avenue
Decatur, GA 30030
404-373-4869
pbmason@dekalb.ga.us

Ms. Dolly Madison
Chief of Staff
Office of the Honorable William Hayes
502 The Hart Building
Washington, D.C. 20001
202-584-9231
dolly.madison@senate.us.org

Atticus Finch, Esq.
Harper, Lee & Finch
1313 Mockingbird Lane
Jackson, MS 39211
513-842-8562
finch@hlflaw.com
(Former supervisor at Robinson, Radley & Scout, LLP)

Professor Jane Wood
Emory University School of Law
1301 Clifton Road
Atlanta, GA 30322
404-727-0000
jwood@emory.edu
TRANSCRIPTS

The vast majority of employers will accept photocopies of unofficial transcripts during the application process and at the time of the interview. We suggest obtaining one unofficial transcript from the Emory Law Registrar’s office and then making copies for future use. The Registrar can also provide you with a PDF copy of your unofficial transcript. Currently, enrolled students may request a free electronic transcript by logging on to OPUS. Our office has found that employers usually wait until the final stages of the interview process to request original official transcripts.

To provide employers with transcripts in Symplicity, obtain a copy via OPUS. Click on “Request Emory Transcript” and download an electronic PDF copy of your official transcript. The PDF will contain several pages of information. We recommend that you print out the one page with your grades, scan it, and upload that page for online job applications (including Symplicity) or attach it to your application transmittal emails. You can also use an unofficial transcript from OPUS (select “Transcript: View Unofficial”), print it to .pdf and upload it. Do not worry about the “do not disseminate” language at the top—this only notes that the transcript is not official.

The Symplicity system cannot accommodate more than one transcript at a time. Consequently, transfer students must print a hard copy of their transcripts from Emory Law and the transcript from the law school from which they transferred, combine the hard copies (with the Emory Law transcript on top and any other transcripts following behind), then scan the hard copy of both transcripts together into a single new PDF. Once scanned, the PDF with both transcripts can be uploaded into Symplicity.

Note: The Career Center routinely reviews student materials for the accuracy of information. Any misleading, inaccurate, or false information found on any transcripts or any other job search correspondence may be referred to the Professional Conduct Court for prosecution under the Professional Conduct Code.
ADDRESSING A REQUEST FOR SALARY REQUIREMENTS

Unless an employer specifically asks for your salary history or your salary requirements, do not include this information anywhere in your application package. Ideally, you will not discuss salary until an offer of employment has been made. However, since you will be pressed for time once an offer has been extended, it will benefit you to spend time before the interview process determining your market value. You can perform this research in the Career Center Resource Library where you will find several salary surveys that will assist you in determining an appropriate salary range for the position(s) you are seeking. Your career advisor can talk with you about historical starting salary ranges in various markets for Emory Law graduates. When comparing salaries in different geographic markets, review the NALP Buying Power Index, available at www.nalp.org (click on “Research & Statistics” and then “Recent Graduates”). First-year associate salary information can also be found on Legal Compass.

If an employer specifically requests your salary requirements in a job posting or in follow up correspondence, our office recommends that you avoid directly answering this question and instead include a variation of this sentence in your cover letter or your response: “As to your request for my salary requirements, should I be offered this position, please know that I am flexible based on the market range for similar positions” (OR “based on the salary range that has been budgeted for the position” OR “based on the skills and duties required by this position”).

Candidates new to a field either overestimate or underestimate their worth. Know that by providing a specific salary requirement you may be taking yourself out of the running before you have even had the opportunity to meet the employer. If you need assistance navigating a salary negotiation, you can contact your career advisor.

APPLICATION SUBMISSION

Always follow any instructions that an employer has provided for application submission. If you cannot ascertain an employer’s preference, contact the employer to ask about the best way to apply. Most accept electronic applications. If you transmit your application electronically, we strongly suggest converting your cover letter, resume, and any other attachments to PDFs to avoid formatting issues. Also, sign your cover letter digitally if sending your application electronically. For judicial clerkship applications, please contact the Center for Public Service for specific instructions and assistance.

The email you use to transmit the application should be brief and should not restate the contents of your cover letter. Instead, the transmittal email should merely introduce the other documents you have provided, usually your cover letter and resume. The subject of the email should indicate that you are transmitting application materials for a particular position. Be sure your email signature block is simple and includes your basic contact information, such as your full name, school, class year, email address, and telephone number. Remove all quotes, images, emoticons, links to your social media pages, etc., in your signature block when emailing prospective employers and business contacts, as they are typically deemed unprofessional in this context.
Example (Transmittal Email Language):
Subject: Melanie Grey’s Application for Legal Internship Program

Dear Ms. Williams:

Enclosed for your review, please find my application materials for the International Paper Company Legal Internship Program. Specifically, I have attached a copy of my cover letter, résumé, and unofficial transcript. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Melanie Grey
Emory University School of Law
Juris Doctor Candidate, May 2020
mgrey@emory.edu
(585) 323-5432

Transmittal emails may contain information related to, but not necessarily a part of, the accompaniment, such as providing the recipient with additional information, asking a pertinent question, or explaining the purpose for providing the documents.

Example (Transmittal Email Language):
Subject: Research Assistant Position – Application Materials

Dear Professor Lovell:

As we discussed and per your request, attached is my cover letter, resume and writing sample. I have confirmed that I will be available Mondays, Wednesdays, and Fridays beginning June 1st. I appreciate your considering me, and hope we can work together this summer.

Kindest regards,

Shreya

Shreya Gupta
Emory University School of Law
Juris Doctor Candidate, May 2020
Email: sgupta@emory.edu
Cell: 678.223.5432

It is essential that the documents you submit to employers have no errors. They will be samples of your writing and attention to detail, so take the time to make a flawless first impression. If you have questions about any of your submissions, make an appointment with your career advisor.

APPLICATION FOLLOW-UP

You have carefully crafted your resume and cover letter and sent them to the employer in your targeted mailing. The next critical step is the follow-up phone call (or email) about 5-7 business days after your original email/mailing. You are calling (or emailing) to ensure that your letter reached the proper
person and to reiterate your sincere interest in the position. When planning your follow-up calls (or emails), it is helpful to understand:

- The worst times to call are Monday mornings and Friday afternoons.
- The best times to bypass a secretary are before 9:00 a.m. and after 5:00 p.m. It is common for lawyers to answer their phones before and after hours.
- It is better to ask for a good time to reach the person and to call back then, rather than to just leave a message or voicemail.
- In some organizations, you will be unsuccessful getting past the “gatekeeper” (secretary or assistant). It is vital to establish a good rapport with this person, or you may never get through.
- Keep track of whom you called (or emailed) and when along with any information you gleaned.

The best follow-up phone calls begin with a written script. Your script will prepare you and provide you with added confidence, even if you do not rely upon it. Be ready to enthusiastically state in a professional and articulate manner: “Good Morning, this is Susan Johnson, and I would like to speak to Alice Sims.”

When asked what it is regarding, be prepared to explain: “I am calling to see if she received the letter that Atlanta Bar President Jones suggested that I write.”

When you reach your party, be concise, state why you are calling, and carefully listen to the response. If they are positive or indicate interest, then use the opportunity to ask whether you could provide additional information or schedule an interview. Be prepared to sell how your qualifications meet the employer’s hiring needs in one or two crisp sentences. If the response is less enthusiastic, politely ask what the anticipated hiring timeline is and thank them for their time.

If you sent out a targeted mailing when no opening was advertised, be prepared if the employer informs you they do not have any openings. You will want to respond positively with a statement of interest, such as: “I’d appreciate it if you would keep my resume on file as I am highly interested in working for your firm based upon what Suzy Smith indicated following her summer clerkship last year.” OR “Can you suggest other firms in the area who may need a law clerk, as I am highly interested in gaining legal experience this summer?”

Another option is to parlay this conversation into an informational interview: “I know how busy you are, but is there a time I could call back (or meet with you in-person briefly) and talk to you for ten minutes to learn about your area of practice and receive some solid advice on how I may best position myself to enter this field?”

The essential step is to follow through and make the calls. You will find that after mastering that first call, the rest of the calls will be a breeze. Try it! We know you will be pleasantly surprised at the results of your follow up.

THANK YOU LETTERS

Consistent with input from legal recruiters and other law schools, the Career Center maintains the position that thank you notes are optional after screening interviews during recruitment programs. Many employers decide about callback interview invitations at the end of their interview day so they might
receive your thanks before making their final decisions. An emailed note has the best chance of being received in a timely manner.

**Thank you notes are required following informational and in-office screening or callback interviews.** Use fine stationery and consider purchasing it at the beginning of your job search process so it is readily available to you when the time comes to write your notes. When determining whether to type or handwrite your thank you note, consider your penmanship and whether your handwritten note will be neat and easily legible. If you are unsure about the legibility of your handwriting, consider typing your thank you letters.

Because of the speed with which many employers decide about an applicant’s candidacy after a callback or in-office interview, there is not a consensus on whether thank you notes should be emailed or sent via U.S. mail. The best practice is to ask the employer when you can expect to hear from them, and then use that timeframe as a guide to whether to send your note via email or by U.S. mail.

Send a thank you note to the Hiring Attorney and the person most responsible for your visit (the Recruitment Coordinator or an attorney). You also may wish to send individual notes or emails to other attorneys you met if you had a memorable conversation or felt you particularly connected. You do not have to send notes to everyone with whom you met. For interviews with judges for postgraduate clerkships, you should write a note to the judge and each other person with whom you interviewed.

Be sure that thank you notes are personalized by referring to something you discussed during your interview. These notes should thank the individual for the opportunity to discuss the position available and the organization. You also may include any new information (e.g., selection to a Moot Court Special Team or for an externship). Please see the examples of thank you letters that follow.

**EXAMPLE THANK YOU LETTERS FOLLOW**
1201 Ridgewood Drive  
Decatur, Georgia 30306  

October 15, 2018  

Helen Anderson, Esq.  
Deputy Defender  
Office of the State Appellate Defender  
Fourth Judicial Circuit  
300 East Monroe, Suite 102  
Spring Dawn, New Mexico 57869  

Dear Ms. Anderson:  

Thank you for the opportunity to interview with the Appellate Defender’s Office for the position of Appellate Attorney. I enjoyed meeting with you and want to confirm my interest in working in the Fourth Judicial Circuit.  

The Appellate Attorney position particularly interests me because it presents the opportunity to gain immediate experience in the criminal appeals area. As we discussed, I plan to relocate to New Mexico upon graduation and will take the New Mexico bar exam in July 2019.  

I have ordered the official transcript you requested, and it should arrive in your office in the next ten days. If you need any additional information, please contact me at 404-567-7890 or ebondur@emory.edu. I look forward to hearing from you.  

Sincerely,  

Emily M. Bondurant
8659 Brevard Street, Apartment B
Atlanta, Georgia 30309

August 22, 2018

John Q. Smith, Esq.
Managing Partner
Smith, Jones & Russell, LLP
2502 East Avenue
Savannah, Georgia 29203

Dear Mr. Smith:

It was a pleasure meeting with you yesterday morning to discuss my candidacy for a summer associate position with Smith, Jones & Russell. I appreciate the time you took to acquaint me with your firm’s various practice areas, and I found our discussion about the firm’s recent activity in the areas of products liability to be very enlightening.

Your firm’s summer clerkship program sounds like an incredible experience. The prospect of working for a full-service law firm that is growing with the city of Savannah is highly desirable. Thank you again for your time and consideration, and I look forward to speaking with you again soon.

Sincerely,

Melissa E. Murray
ACCEPTANCE LETTERS

Once you have accepted an offer of summer or post-graduate employment, call the employer and accept. **Note: Always also confirm your acceptance in an email to the Recruitment Coordinator or another hiring official.** Send this communication shortly after the verbal confirmation of the specified terms of employment. Please see below for an example of an acceptance email.

**EXAMPLE: EMAIL ACCEPTING OFFER**

Re: Acceptance of Staff Attorney position, FTC/Topeka

Dear Ms. Gonzalez:

Per our conversation, I am excited to accept your offer as a staff attorney in the Topeka office of the Federal Trade Commission. As we discussed, I will begin work on September 1, 2019, at the GS-11 level. During the summer I will be studying for the Kansas Bar at my parents’ home in Shawnee Mission, Kansas. I may be reached at 913-555-1128 or ddowns@emory.edu.

I am eager to begin work in the Consumer Protection Division and look forward to seeing you in September.

Best Regards,

David Downs
LETTERS DECLINING AN OFFER

If you find yourself in the position of declining an offer, do so on a positive note. Someday, you may be applying to this employer again or working in the same community. Indicate that you enjoyed meeting with them and sincerely appreciate their offer but that you have accepted a different offer. Decline offers you are not seriously considering as soon as possible as this will allow another law student (possibly a classmate) the opportunity to receive an offer.

Employers appreciate receiving this information as soon as possible, so call first (leaving a voicemail message asking for a return phone call rather than stating the job offer declination over voicemail) and then follow up with an email or letter to the Recruiting Coordinator once the conversation has occurred. If you cannot reach the employer after two attempts, communicate your decision by email so the employer can consider other candidates.

Please see below for an example of an email declining an offer.

EXAMPLE: EMAIL DECLINING AN OFFER

*Note: We recommend this email be sent after having spoken with the employer first via phone.*

Re: Response to Summer Associate Position Offer

Dear Mr. Bowie:

Thank you again for the opportunity to interview with your firm. I appreciate your offer of a summer associate position. As we discussed today, however, I have accepted another job and am, therefore, unable to accept your offer.

Once again, thank you for your confidence in me, and I wish you the best with your summer program.

Sincerely,

Sandy K. Paris
CHAPTER 4

INTERVIEWING

The employment interview is geared towards getting a specific position with an organization. Interviews are conversations: exchanges of information on both a verbal and nonverbal level between two or more interested parties. Usually, the interviewers are just as interested as you are in establishing rapport and leaving you with a good impression of their organizations.

PREPARATION

Research The Employer

This is essential for two reasons. If you ask questions on topics covered in the employer's public information, such as a firm’s NALP forms or the employer’s website (e.g., practice areas, size of the summer program, numbers and demographics of attorneys, etc.), you will look unprofessional and unprepared. Also, through research you will find information that will help you formulate great questions and make more insightful and professional remarks. Here are resources for research:

- The employers’ websites should be your first stop.
- Speak with people who can give you information about these employers (e.g., your LinkedIn contacts with connections to the employer, faculty members, other students who have worked there, Career Center staff, alumni, and friends).
- Search Legal Compass (access via Emory Symplicity with your Emory email address) Intel for AmLaw 200 law firms.
- Visit www.psjd.org for public interest employers.
- Check Above the Law (http://abovethelaw.com/) or other legal blogs for recent developments.
- NALP forms (available at http://www.nalpdirectory.com/).
- Vault (access via Emory Symplicity with your Emory email address) Industry intelligence for law firms, consulting firms, investment banks, accounting firms and technology companies.
- LexisNexis and Westlaw for articles mentioning the employer and case law databases, etc. For Lexis, go to www.lexisadvance.com. For Westlaw, go to www.lawschool.westlaw.com.
- Chambers Associate has an online guide that covers the top 100 law firms and provides insight about the firm from the perspective of the associates, the firm itself, and Chambers; go to http://www.chambers-associate.com/ to search.
- The American Lawyer (Am Law) conducts an annual survey of summer associates at large law firms and publishes results in the Am Law Student Edition, which lists the rankings by firm, city, and national rankings. If you organize your research by firm, the site gives details about topics such as hours worked, level of interaction with partners and associates, work/life balance, etc. The American Lawyer is accessible through the Emory Law Library’s electronic resources.
- For judges, see the library research guide at https://guides.libraries.emory.edu/law/researchingjudges
Research the Interviewers

If you know who will interview you, or if you can obtain the name(s) of your interviewer(s) in advance with reasonable effort (e.g., following up with the employer contact who scheduled the interview, etc.), take the time to locate and review the biography of your interviewer(s) if it is available. You can learn their interests or discover any similarities you share and work that knowledge into your conversation during the interview. This is important to help you build a rapport with the interviewer while simultaneously demonstrating your resourcefulness. Here are resources for research:

- Employers’ websites provide biographies of their attorneys.
- LinkedIn can provide up-to-date information on employers and background information on their attorneys. To access information on LinkedIn, go to www.linkedin.com.
- To access biographical information on Westlaw, go to www.lawschool.westlaw.com. To access biographical details on Lexis, go to www.lexisadvance.com (you will need your username/ID and password).
- To get your interviewer name(s) for on-campus or job fair interview(s), check your interview schedule on Symplicity, click on the interview date and the interviewer name (if known) will appear on the next screen.
- If you will be interviewing with a litigator, you can access his/her litigation profile on Lexis.
- Martindale-Hubbell’s Lawyer Locator web page (http://www.martindale.com/) can provide background information on an attorney. You will find the same information on this web page as you would on the password-protected Lexis resource discussed above; however, some of the valuable search fields available on Lexis are not available on the Martindale-Hubbell web page (e.g., you cannot search by undergraduate institution on Martindale-Hubbell) and you cannot search for news articles either.
- For additional resources on obtaining information on judges for clerkship interviews, go to https://guides.libraries.emory.edu/law/researchingjudges and contact the Center for Public Service.

Refine Your Interviewing Skills

Schedule a mock interview with the Career Center mock interview advisor. Conducting a mock interview will allow you to fine-tune your interview skills, tailor your preparation and responses to a specific employer profile, practice your self-marketing pitch (the three or four points you want the interviewer to know about you and what you have to offer the employer), practice your responses to uncomfortable questions, and discuss any specific concerns. Mock interviews are available year-round. To schedule a mock interview, please make an appointment in Symplicity.
These resources provide valuable information about interviewing:

- *An Insider’s Guide to Interviewing: Insights from the Employer’s Perspective*: 35 hiring attorneys from across the country share their advice on interviewing (available for review in our Resource Center)
- The interviewing chapter in *Guerrilla Tactics for Getting the Legal Job of your Dreams* (“Interviewing: The Secrets That Turn Interviews Into Offers”) (available for review in our Resource Center)
- *America’s Greatest Places to Work with a Law Degree* (available for review in our Resource Center)
- The annual issue of *American Lawyer* which features the AmLaw 100 (a list of the 100 highest-grossing firms in the country) and the AmLaw 200 (a list of the second hundred highest-grossing firms in the country) for large firm interviews (available for review in our Resource Center)

**Bring Additional Copies of Application Materials**

Although you likely have submitted some or all of these items to a prospective employer before your interview, always bring extra copies of the following:

- Resume
- List of references
- Law school transcript (unofficial copies of your transcript can be obtained via OPUS)
- Writing sample

**ATTIRE**

For a visual guide on appropriate interview attire, refer to the *Business Professional Interview Attire Guide*, included in Appendix F.

**Wear Conservative Attire**

When it comes to dress, the legal profession is generally considered one of the most conservative professions. This is especially true for new lawyers entering the field and especially for interviews. The following is a list of recommended practices for law students and new lawyers when it comes to attire, appearance, and etiquette.

**Suit**

Ideally, both pieces should be part of a set. This means they are made of the same fabric. Navy and gray are classic go-to colors. If you are wearing a skirt suit, knee-length is generally a good guideline. For pantsuits, make sure your socks are not showing when standing up. Do not forget to cut off the vent closure threads on your jacket.

**Shirt**

You can never go wrong with a white shirt or blouse for business settings, but solid muted colors are also appropriate. Conservative patterns are fine, but wear nothing too distracting. If you wear a button-down shirt, do not forget to button the collar and ensure your shirt cuffs extend past the sleeves on your jacket but not over your hands. Keep skin exposure to a minimum.
Shoes
Plenty of shoes work well with a professional business look. Wingtip or basic dress shoes in brown or black are nice. If you are comfortable walking in heels, we recommend standard pump style with heels less than three inches high. Black heels are always a good option and can be worn with black, navy, or gray suits. Flats are also appropriate.

Grooming
Make sure your hair is out of your face, and all facial hair is well-groomed. If you wear makeup, stick to a neutral color palette. It is wise to avoid glitter or shimmer. Consider removing all body jewelry and covering up visible tattoos.

Accessorize
- Ties and bow ties are both acceptable. Stay away from patterns or colors that may be distracting.
- Belts should match your shoes. Brown or black belts are most common.
- If you wear jewelry, a simple necklace and simple earrings are best. However, if you fidget with your jewelry, it is best not to wear it. Watches generally go on the wrist of your non-dominant hand.
- Socks should generally match your pants.
- If you are wearing a skirt suit in a conservative environment, you might wear a pair of skin-tone pantyhose.
- Black is a good color choice for any briefcase, messenger bag, portfolio, or purse.

ETIQUETTE
On the day of the interview, arrive ten to fifteen minutes early at the specified location. When planning, factor in time for traffic, parking, and any other possible delays. If you arrive early and have mapped out exactly where you must go for the interview and you still have time to spare (more than fifteen or twenty minutes early), then wait in the lobby of the building or your car and review your reading material on the employer and interviewer(s). Arrive at the employer’s reception desk no more than five to ten minutes before your scheduled interview time. Introduce yourself to the receptionist in a warm, professional manner; this person may be asked about your behavior and courteousness. It is imperative that you are polite and professional with every person you encounter during your interview. If the receptionist asks to get you anything, say “please” and “thank you.” Set your cell phone to silent or turn it off completely. When you meet your interviewer(s), make a positive first impression when you introduce yourself by standing up straight, smiling, and extending your hand to shake while making eye contact. Give a firm handshake. Speak in a confident, upbeat tone to convey your enthusiasm to be there.

Do not use your interviewer’s first name unless invited to do so. When the interviewer invites you to sit down, remember to sit up straight. Keep your arms on the arms of your chair or in your lap and hold on to your portfolio to avoid fidgeting. Minimize any nervous habits as they will distract the interviewer. Avoid playing with your hair, hands, watch, or jewelry, and drumming your fingers or legs. Do not take notes during the meeting; instead, use the time to focus on what the interviewer is saying and to develop new questions from your conversation. Once the interview has concluded, if the interviewer does not provide one, you may ask for his or her business card to be sure that you have the correct spelling of his or her name. Once you leave the interview site, take a few moments to make notes about the interview, what you discussed with which interviewers, your overall feelings, and anything else that may have stood out to
you. This will be helpful as you compose thank you notes and if you are invited back for further interviews. Write thank you letters when appropriate (see previous advice and examples provided in this Guide).

SCREENING INTERVIEWS

Before receiving a job offer, you typically have a series of interviews with an employer. The first interview is likely to be a screening interview. Screening interviews may be conducted over the phone, via video conferencing, at the prospective employer’s offices, at Emory Law through OCI, or in the case of job fairs, at a hotel or another law school. Screening interviews are rather brief, usually lasting twenty or thirty minutes. The employer may describe the nature of the position, want you to elaborate on experiences outlined in your resume or application, ask you a few questions, and try to answer questions you may ask. If the employer is sufficiently impressed with your performance during the screening interview, you may be invited to a second (and perhaps third or fourth) interview.

At Emory Law, employers may select students for screening interviews at the OCI and job fair programs through a process called “pre-screening.” As part of the pre-screening process, resumes of students requesting an interview are transmitted to the employer before the interview program date. Employers review the resumes and provide the Career Center with the list of students they would like to interview with alternate selections.

If you have submitted an unsolicited application, you are more likely to have a screening interview at the employer’s office. In-office screening interviews typically last thirty minutes to one hour and involve meeting with one or two lawyers. Employers may not pay expenses for these screening interviews. Sometimes, if the employer has a keen interest, the employer may add additional attorneys to your schedule, so the in-office visit is both a screening and callback interview.

Usually employers try to decide one or two weeks after interviews; however, the timeframes vary depending on the employer. Some will contact students as early as the day of their interview. Others will not contact students for several weeks after the interview. Many employers will not contact students if they did not select the student for a callback. It is appropriate to ask the employer about their timeframe and next steps during the interview.

CALLBACK INTERVIEWS

Most employers schedule “callback” interviews so the applicant and employer can have more time to get to know each other. Although most employers extend callback invitations via phone, some employers extend callback invitations via U.S. mail, so open all employer correspondence (and listen to all phone voicemails). Some employers may extend invitations via email, so monitor your email daily (and check your Spam/junk email folder). Please contact the employer’s recruitment administrator immediately to acknowledge receipt of the invitation and tell him/her either that 1) you would like to schedule the callback at that time; 2) you will call back to schedule the callback to coordinate with other employers; or 3) you cannot accept the invitation. Note: If you plan to decline the callback invitation, you should do so as soon as possible, so the employer can invite another student (frequently a classmate). The structure of callback interviews varies by employer. Generally, callbacks include a series of twenty- or thirty-minute interviews with multiple interviewers and frequently include a meal (lunch or dinner) on the day of or preceding the callback. Some callback interviews may be a panel—i.e., two or more interviewers in the same room asking questions together.
Employers have varying policies regarding travel expenses for callback interviews. Most large law firms will pay the costs for callback interviews. Expenses to be reimbursed are reasonable and generally travel related; they typically include airfare or other transportation, one night in a hotel, cabs, or other transportation to and from the airport and to and from the employer’s office, and any meals not already paid for by the employer. Determine what expenses will be covered before your visit to the employer. The recruitment administrator should explain everything to you, but ask if there are any points on which you are unclear. Expense reimbursement is treated differently from employer to employer. Many will give you contact information for their firm’s travel agent to make air and hotel arrangements, and others will expect you to charge the expenses to your credit card and submit an expense form (which they will furnish; if not, use the NALP Student Travel Reimbursement Form available at http://www.nalp.org/ (click on Resources & Initiatives and then on Forms)). If you are asked to charge your expenses to your credit card and seek reimbursement, keep all receipts.

Large law firm employers may request that you consolidate callback interviews within the same geographic location into one time period. Under these circumstances, they can arrange with the other firms to split expenses. If you are planning to visit several firms during the same time period, let the first firm with whom you scheduled know so they can coordinate expense sharing. Employers are eager to reduce costs of callback interviews and appreciate being informed. It is imperative that you are honest on your expense report and in what you charge to an employer. Do not charge laundry, movies, and other discretionary expenses to the employer. Follow employer guidelines for expenses.

**SCHEDULING INTERVIEWS**

Prior to scheduling screening and callback interviews, please familiarize yourself with each professor’s absence/attendance policy (to understand each policy, review the syllabus and communicate with the professor).

**PROFESSIONAL IMAGE**

Please note that, as you begin the employment application and interview process, you will begin to interact with employers via telephone and email. Prior to submitting employment applications, please ensure that your telephone’s voicemail message is clear and professional and your email contains a professional signature line, similar to below:

**Your name**
Emory University School of Law
Juris Doctor Candidate, 2023
Your Emory email address
Your telephone number

Additionally, review and update your social media and online presence (including, creating a LinkedIn profile, if you don’t already have one) to reflect the professional image you would like to portray to employers.
INTERVIEWS INCLUDING A MEAL

Whether formal or informal, meals with prospective employers should be treated as formal interviews. Callback interviews often include a meal. Remember the following tips for dining with potential employers.

**Table Manners:** The standard rules always apply.
- No elbows on the table.
- Do not speak with your mouth full.
- Prepare yourself in advance by reviewing the standard layout of a place setting so you will feel confident that you know which piece of silverware to use, when, and which bread plate and water glass are yours, etc.

**Meal Selection:** Keep it simple and go with the flow.
- Follow the interviewer’s lead by ordering the same number of courses for your meal. If the interviewer insists you order first, select only a main course in a middle price range.
- Make menu selections within the same price range as those of your interviewer; do not choose menu items significantly more or less expensive than those of your host.
- Avoid messy foods and foods that can be difficult to eat gracefully. A spaghetti sauce stain never makes a good impression.
- Avoid unfamiliar foods; an interview is not the time to discover that you are allergic to a new food.

**Dining and Conversation:** Be polite!
- Always be pleasant and courteous to the restaurant staff.
- Try to strike a good balance between eating and speaking. Consider eating a small meal or snack before your interview, so you will not be too hungry. Since you will likely do a lot of the talking, you may not find enough opportunities to finish your food during the interview. Try to eat when the host is talking.
- Prioritize conversation with your host(s) but avoid topics that may be too casual.
- Be prepared for this portion of the interview by doing your research and preparing questions.

**Wrapping Up:** Short and sweet.
- Leave your leftovers on the table; do not ask for a doggie bag.
- Do not offer to pay; you are the guest.
- Express your gratitude for your host’s time and generosity and close by restating your interest in the employer.
TELEPHONE INTERVIEWS

Employers often use telephone interviews if they are in a different city from the interviewee. Take telephone interviews as seriously as in-person interviews. Your preparation should include researching the employer, presenting your self-marketing pitch, asking for next steps in the hiring process, and sending a thank you note afterward. Here are a few additional tips:

• If you are using a cell phone, ensure that you are in a location where you have excellent service and that you have sufficient battery power or an ability to charge the cell phone while on the call. If you have access to a landline, consider using the landline to be assured of clear communication.
• Be sure that you are in a quiet place, away from pets, other people, and interfering noises.
• Take notes with a pen and paper rather than a computer (your interviewer may hear you typing, which could be a distraction).
• Be ready five minutes early.
• Sit or stand with good posture, and smile when you speak (smiles communicate over the telephone!).
• Some find it helpful to dress in a suit to feel most professional.
• Have your calendar available (to quickly schedule a follow-up interview at the end of the interview).

VIDEO CONFERENCE INTERVIEWS

As technology advances, employers expand their geographic footprints. Travel remains costly, and many employers appreciate the face-to-face interaction provided by video conferencing (such as Skype and Zoom). These interviews present unique challenges that require proper preparation. Add the following to the list of in-person and telephone interview preparations:

• Wear a suit but note that black and white often create distracting contrasts on the screen so you may select a dark blue or gray suit with a pastel colored shirt.
• Glasses should not have tinted lenses as this will obstruct eye contact.
• Avoid metal jewelry likely to pick up too much light and create a distraction.
• Set yourself up in a quiet space with strong internet connectivity and as blank of a background as possible (be sure that the background includes nothing distracting).
• Practice speaking on camera, so you can hear how your voice sounds and adjust your projection and pacing.
• Arrive at the interview location at least half an hour early to test equipment and connections, etc. (if you are interviewing from home, test the equipment and internet connection within your home at least half an hour early).
• Position the camera at your eye level to avoid looking down or up at your interviewers.
• Position yourself, so your on-screen image starts in the middle of your upper arm and leaves a small screen space above your head.
• Arrange the lighting, so there are no shadows or glare.
• Have note-taking supplies, water, and other information out of the view of the camera.
• Remain relatively still during the interview as fast motions can be blurry.

• Make a point to bring your eye gaze up to your camera (typically just above the screen) while you are talking. It will come across to your interviewer as more direct eye contact, and therefore more engaging. When the interviewer is speaking, it's perfectly fine to be looking at your screen.

• Due to potential lag time online, make a point to speak at a slightly slower pace than you would in person so the interviewer doesn't miss anything that you are saying. Be sure your interviewer has finished speaking before you respond - it's OK to pause for a second so that you don't end up talking over each other.

• When asking questions, address your interviewers by name as your nonverbal cues will not translate on the camera screen.

• Be prepared for a technology failure, on your end or your interviewer's end. Have the interviewer's phone number available if you need to transition to a phone interview due to internet problems. If you have reason to believe that you might have an internet or technology problem during the interview, let your interviewer know that at the outset and make a plan for who will contact whom should your internet go out.

• Keep in mind that a virtual conference interview has the advantage of allowing you to demonstrate your technology savvy.

The law school and university have physical spaces that may be utilized to conduct a video conferencing interview. If you need space for a video conference interview, contact the Career Center.

To prepare for video conference interviews, consider scheduling a video conference mock interview and participate from the same location you plan to do the real interviews (to schedule a video conference mock interview, please make an appointment in Symplicity).
FREQUENTLY ASKED INTERVIEW QUESTIONS

**Open-ended questions**
- Tell me about yourself.
- Walk me through your resume.
- Tell me something about yourself that is not on your resume.

**Education**
- Why did you go to law school? Why Emory Law?
- Do you think your grades are a good indication of your academic achievement? Abilities as a lawyer? Why or why not?
- Why did you not report your percentile or numerical rank on your resume?
- Why are your grades not higher?
- Should employers consider grades? Why or why not?
- Tell me about your journal article, clinic experience, moot court topic, senior research paper, etc.
- Describe your most rewarding law school experience.
- What experience most prepared you for law school?
- What is your favorite class in law school?

**Personal**
- What do you see yourself doing five/ten years from now?
- What ties do you have to (city of the firm)?
- Do you have a geographic preference? Why?
- What do you read?
- What do you like to do for fun?

**Self-Assessment**
- What do you consider your greatest strengths? Weaknesses?
- What specific goals, other than those related to your occupation, have you established for yourself in the next ten years?
- What are your long-range and short-range goals and objectives? When and why did you establish these goals? How are you preparing to achieve them?
- Are you competitive?
- What motivates you?
- What makes you stand out from your peers?
- What two or three accomplishments have given you the most satisfaction?
- How do you think a friend or professor who knows you well would describe you?

**Work-related questions**
- Why do you want to work for us?
- What are you looking for in an employer?
- Do you have any idea in what area of practice you would like to work? Why?
- What are the most important rewards you expect in your legal career?
- Where else are you interviewing? Have you received any offers?
- Did you receive an offer from the organization for which you worked this past summer?
- Why should we hire you?
- What qualities should a successful lawyer possess?
- How many hours a day should a person spend on the job?
- What did you get out of this past summer's experience? What did you enjoy the most?
- What two or three things are most important to you in a job?
- Based on this interview, what questions do you have about our organization?
- What other questions do you have?

**Judicial Clerkship Interviews**
- For specific guidance, please contact the Center for Public Service.
BEHAVIORAL INTERVIEWING

What is Behavioral Interviewing?

A behavioral interview is one where the interviewer asks for specific examples of past behavior that demonstrate competency or skill considered integral to the position. You may have interviews almost entirely behavioral in nature, or you may be asked one or two behavioral questions during a more traditional interview. Even in a more conventional interview, it is to your advantage to make your responses behavioral, even if the interviewer does not ask you to cite a specific example of past behavior, as these responses are more informative and memorable.

Why Do Employers Use Behavioral Interviews?

The premise of behavioral interviewing is that past behavior predicts future behavior. Rather than discuss how you would handle a hypothetical situation, or simply reviewing the contents of your resume, the behavioral interview asks you to show you have dealt with an analogous situation and can apply that experience in a future matter. Behavioral interviews help employers to determine whether you have developed skills that relate to the core competencies for the position and your ability to communicate that information.

How Do Candidates Prepare?

Review the following list of examples of behavioral interview questions and the competencies that each question addresses. Then, think of examples from your prior work experience, leadership roles, and student life that show you have developed these skills. Study the job description carefully as part of your interview preparation to be sure that you understand the core competencies of the position. Consider contacting someone in a similar role for an informational interview before the actual interview.

Even if you do not have an example from your life perfectly responsive to the question, think of something analogous that draws on the same skills. To help you construct answers that will give the employer the information sought, use the START method:

- **Situation**: set the stage for the interviewer.
  - *Be careful not to go into too much detail here; provide just enough information for the interviewer to understand the context of your actions. Where the example is technical, more detail might be appropriate.*
- **Task**: describe the challenge and what outcome was expected.
- **Action**: use “I” or “we” to describe what you did.
- **Result**: what did you accomplish (or not accomplish) and what did you learn?
- **Transferable skills**: how does this experience translate to the job for which you are interviewing?
<table>
<thead>
<tr>
<th>Competencies</th>
<th>Sample Questions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Tell me about a time when you began a task only to realize that you were not sure of what you were doing. How did you proceed?</td>
</tr>
<tr>
<td></td>
<td>Tell me about a time when you had to use your presentation skills to influence someone’s opinion.</td>
</tr>
<tr>
<td>Analysis</td>
<td>Describe a time when you had to make a critical decision with little information.</td>
</tr>
<tr>
<td>Teamwork/Interpersonal Skills</td>
<td>Tell me about a time when you achieved a goal as part of a team. How would you characterize your role?</td>
</tr>
<tr>
<td>Time Management</td>
<td>Tell me about a time when you had too many things to do, and you had to prioritize your tasks.</td>
</tr>
<tr>
<td></td>
<td>Tell me about a time when something has fallen through the cracks.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Describe an ethical dilemma you faced and how you handled it.</td>
</tr>
<tr>
<td></td>
<td>Give me a specific example of a time when you had to conform to a policy with which you did not agree.</td>
</tr>
<tr>
<td>Initiative/Independence</td>
<td>Tell me about a time you took the lead on a project.</td>
</tr>
<tr>
<td></td>
<td>Give me an example of a time when you set a goal and met or achieved it.</td>
</tr>
<tr>
<td>Advocacy</td>
<td>Describe a situation in which you used persuasion to convince someone to see things your way.</td>
</tr>
<tr>
<td>Judgment</td>
<td>Give me a specific example of a time when you used good judgment and logic in solving a problem.</td>
</tr>
<tr>
<td></td>
<td>Describe a time when you anticipated potential problems and developed preventive measures.</td>
</tr>
</tbody>
</table>

*Selected sample questions courtesy of Ann Skalaski, Skalaski Consulting, Inc.*
EXAMPLES OF QUESTIONS TO ASK EMPLOYERS

Use your research to tailor these questions to the specific interviewer and firm/organization. Instead of simply asking, “What do you enjoy most about working for this firm?” ask, “Earlier you mentioned you have been with X firm for five years now. What do you enjoy most about working for X?” or instead of, “What do you enjoy most about your practice area?” ask, “I know that you have been a bankruptcy lawyer for over ten years. What do you enjoy most about this practice area?”

- Describe your ideal candidate.
- When are associates expected to get involved with new client development?
- What do you enjoy most about working for this firm/organization?
- Why did you decide to work for this firm/organization?
- What practices are growing and what practices are suffering in the current economy?
- (If applicable) What was your experience as a first-year associate/summer associate in your firm?
- What is the performance review process? / What kind of feedback does the organization give to a new associate (or summer law clerk)?
- Describe the firm’s workflow, and how the firm manages workflow for its associates.
- What do you see as the future of the firm?
- Tell me about how one of the firm’s training and mentoring opportunities has benefitted you.
- How can I be the best lawyer I can be?
- Why did you decide to focus your practice in _________?

For judicial clerkship interviews, please also consult Dean Rita Sheffey in the Center for Public Service.
An informational interview is a networking tool targeted toward potential employers and professionals within a specific industry or practice area and used to gather information regarding skills, training, and experience for a position or an occupation. It is also a useful way to learn about a specific firm, organization, or practice area. Finally, informational interviewing is a mechanism for you to obtain names of additional people to contact as you continue to gather information and expand your circle of contacts. It is not appropriate to ask for a job during an informational interview.

Although you will not directly ask for a job, the people with whom you have informational interviews may be able to recommend you for positions or positions to you. From the employer’s perspective, this is both the easiest and safest way to hire. For example, the hiring attorney at Employer A identifies the need to hire a summer law clerk. Not wanting to be flooded with unfiltered applications from a job posting, she mentions her search to several trusted friends and colleagues and requests referrals. Using this approach, Employer A receives applications and referrals from friends and colleagues that have vetted the candidates already. Also, if the person with whom you meet feels that they can recommend you to their employer, they will. Requesting that people consider sharing their thoughts, ideas, and contacts is both flattering and hard to say “no” to. Asking if someone can hire you is a closed-end approach. Countless people have success stories of jobs flowing directly and indirectly from informational interviews.

A typical informational interview is a meeting of about twenty to thirty minutes, or longer over coffee or lunch, with a professional with the first-hand experience in an industry, practice area, or work environment in which you are interested. Suggest getting coffee, breakfast, or lunch together, so your request for their time does not conflict with their work or after-work obligations. Preparation is just as important for an informational interview as it is for a traditional employment job interview.

**HOW TO INITIATE INFORMATIONAL INTERVIEWS**

Contact a variety of people. Ask anyone with whom you have a connection for contacts within your practice settings and areas of interest (e.g., bankruptcy, litigation, criminal, the nonprofit sector, small or mid-size law firm, etc.). Consider the following people when planning your outreach:

- Your own LinkedIn or other professional network.
- Your parents and their friends, college friends, and relatives. Even if there are no lawyers in your family, take stock of whom family members know.
- Former employers and professors (both college and law school), and people who wrote your recommendation letters for law school.
- Contact your undergraduate school’s career services or alumni office to see if they have a searchable online alumni directory and database of alumni who have offered to serve as networking contacts.
- Alumni located through LinkedIn (www.linkedin.com allows you to search for other alums of schools you have attended who are working geographic areas and are focused on specific practice areas). For example, to get started with locating Emory Law alumni, type “Emory University School of Law” in the LinkedIn search box, click on “More,” click on “Schools”, click on “Emory University School of Law,” and then click on “Alumni.”
Connect with Emory via Emory Connects (https://connects.emory.edu/). Registration is free for all Emory Law students and alumni.

Check Martindale-Hubbell (www.martindale.com), which lists primarily private sector lawyers and a small number of lawyers who work with government agencies, to do searches in your target geographic areas for graduates of your college and from Emory Law, and other commonalities such as languages and place of birth. You can even focus on graduates who practice in particular areas of law. Besides Martindale, you can access this information via Lexis Advance (www.lexisadvance.com).

Fellow Emory Law students (second- and third-year students are excellent sources for leads and contacts).

Get involved! Take advantage of the many opportunities to meet lawyers at in-person and virtual events during the summer and throughout the school year. Examples include:

- bar association section meetings;
- CLE seminars;
- community service projects sponsored by the “young lawyers” sections of bar associations;
- events sponsored by organizations that focus on unique interests;
- law school panel presentations involving alumni;
- Career Center programming featuring networking opportunities; and
- Practice Society events.

Set up the meeting. Once you have identified professionals you would like to contact, call or email them to set up a short twenty- to thirty-minute meeting over lunch, coffee, in their offices, or via telephone or video conferencing. If you were referred to that person by a mutual acquaintance, begin your call or email with that information. Examples of informational/networking interview emails are at the end of this chapter.

INFORMATIONAL INTERVIEW PREPARATION

Research and prepare beforehand. Remember, unlike a traditional employment interview, an informational interview likely will be less formal, and you will probably ask most of the questions. You should not only research the individual and the organization (see the “Research the Employer” and “Research the Interviewers” sections in Chapter 4 of this Guide) but prepare thoughtful questions beforehand.

The following is a list of example questions:

- How did you get to this position? What was your career path?
- What is the career trajectory for someone in your career?
- What did you do yesterday? Is that a typical day?
- How much variety is there day-to-day?
- What do you enjoy about your work?
- What do you like the least about your work?
- What is the most stressful aspect of your work?
- What are the primary or most important personal characteristics for success in the field?
- What was the most surprising aspect of this position for you?
• Knowing what you know now, what advice would you give yourself if you could talk to yourself as a 1L/2L/3L?
• What professional associations have you joined?
• What professional associations would you suggest I join?
• What summer positions and extra-curricular activities would be the best options for someone who would like to pursue your field?
• What do you read — in print and online — to keep up with developments in your field?
• What are some of the most significant challenges facing your firm and your industry today?
• How do you see your industry changing in the next ten years?
• Is there anyone else you would suggest I get in touch with that might have insight into this field?
• May I keep in touch with you?
• Do you think I left out important questions that would be helpful in learning about this field?

In addition to the questions listed above think about what else you want to know. Consider this person’s role, the market in which he/she is situated, and your situation. Take a few minutes to write down a list of questions this person may be suited to answer. For example:

• Should I include _____________ on my resume?
• What do you think about moot court versus journal?
• What is the difference between what you do and what someone in a smaller (or “mid-size” or “larger”) firm does?
• What do you think about this list of potential employers? Do you have any insight into any of them?
• When does your organization, and those that are in your market, do their hiring?

**Treat it like a traditional employment interview.** Just as you would for a traditional employment interview, dress professionally and arrive ten to fifteen minutes early (if the interview is via telephone or video conferencing, see “Telephone Interviews” and/or “Video Conference Interviews” in Chapter 4 of this Guide). Begin the meeting by thanking the individual for their time, introducing yourself, and mentioning the person who referred you (if applicable), and your reason for the meeting. After briefly introducing yourself, ask your questions and any follow-up questions based on the responses you get. At the end of the meeting, thank your contact again for their time and do not forget to ask for the names and contact information of other individuals who might be of additional assistance as you explore career options.

If you are interested in the employer and the meeting went well, say: “I think it would be wonderful to work in a firm/organization like this. Do you know if you will be hiring a summer associate/law clerk for this summer?” If the answer is yes, then inquire about the application process (who should be contacted, can you use the lawyer’s name when applying, etc.).
FOLLOW UP

Follow up with a thank you letter. Immediately after the meeting, send a thank you note. Follow up on the advice the contact gave you and contact the new referrals you received.

Maintain contact. Even after the initial informational interview, keep in touch with this person. Use holidays or significant accomplishments (e.g., completion of first year of law school, news of your upcoming summer internship, passing the bar, etc.) as reasons to continue communication with all of your contacts. It is also a good idea to follow your contacts on LinkedIn and to set up Google alerts, so you know when your contacts or other firms/organizations have been in the news. When you receive an alert, drop the lawyer a note telling them how much you enjoyed learning about what they have been doing.

Keep your networking/relationship building contacts organized. Your career advisor can provide you with a networking spreadsheet and help you devise a unique relationship-building plan.
EXAMPLES OF INFORMATIONAL INTERVIEW/ NETWORKING EMAILS

(Do not copy!)

Email #1

Subject: Hello from an Emory Law student

Dear Ms. Howard:

I am a first-year student at Emory University School of Law and am considering a career in tax law. As an Emory Law alumna, I wonder if you might meet with me briefly to discuss your practice. I would be happy to come to your office or meet you for coffee, or whatever is most convenient for you.

If you have time to connect, please contact me at 404-867-5309 or ssmith@emory.edu. Thank you in advance for your time and consideration.

Thank you,
Sally Smith

Sally Smith
Emory University School of Law
Juris Doctor Candidate, 2023
ssmith@emory.edu
404-867-5309
Subject: Hello from a USC graduate

Dear Mr. Jones:

I am a first-year student at Emory University School of Law, and I am writing to you as a fellow University of Southern California graduate. I am contacting you because I want to make the most effective use of my first-year summer as possible and would appreciate your perspective as I learn about the practical aspects of different fields.

I am not writing to ask for a position at your office, but instead, to see if you have 20 minutes to discuss your practice, the nature of the legal market in your field, and any suggestions you may offer as I consider my options for the summer. Please let me know if there is a convenient time for us to speak via telephone or Skype. I can be reached at 404-867-5309 or bpitt@emory.edu. Thank you in advance for your time and consideration.

Sincerely,
Brandy Pitt

Brandy Pitt
Emory University School of Law
Juris Doctor Candidate, 2023
bpitt@emory.edu
404-867-5309
Subject: Hello from a friend of Richard Burke

Dear Ms. Grey:

Richard Burke, a family friend, recommended that I contact you for advice on entering the field of health law in Dallas. I am a joint degree student at Emory University School of Law and Rollins School of Public Health in Atlanta, and upon graduation, would like to return home to the Dallas area and focus on health issues in my law practice. This summer, I am interning in Dallas with the Center for Law and Justice, working to coordinate a medical-legal collaborative with Children's Hospital of Dallas.

I understand you have been practicing in the health law field for four years at Sheppard, Stevens & Bailey, LLP’s Dallas office. I am very interested in learning more about careers in health law and ways in which I might consider starting my practice in Dallas. I would appreciate the opportunity to speak with you and discuss both your career path as an attorney and any suggestions you might have for me as I prepare for a career in health law. Please let me know if there is a convenient time for us to speak. I can be reached at 234-222-6767 or gyang@emory.edu. Thank you in advance for your time and consideration.

Best regards,
George Yang

George Yang
Emory University School of Law
Juris Doctor Candidate, 2023
gyang@emory.edu
234-222-6767
Subject: Hello from a Chaminade Alum

Dear Mr. Whitman:

I am a second-year student at Emory University School of Law. Like you, I am a native of New York and a graduate of Chaminade High School. I graduated in 2008 and then attended the University of Virginia. I am seeking employment as an associate in the Washington, D.C./Northern Virginia area.

Through past jobs, I have become familiar with the geographic area and the court system. In 2018, I worked as a title abstractor in Fairfax County. This past summer, I clerked on Capitol Hill and worked with a firm in Springfield, Virginia. Upon graduation from Emory Law, I plan to return to the area after the broadening experience of attending law school in another part of the country.

I would like to meet with you to discuss your career path and my steps in pursuing a similar one. Please let me know if there is a convenient time for us to meet or speak in the next two weeks. Thank you in advance for your time.

Sincerely,
Candace J. Stover

Candace J. Stover
Emory University School of Law
Juris Doctor Candidate, 2023
cstover@emory.edu
234-222-6767
1592 Emory Drive, N.E.
Atlanta, GA 30306

May 25, 2020

C. Anthony Boon, Esq.
Colquitt, Preston & Arlington
10 Church Street
Decatur, GA 30032

Dear Mr. Boon:

Thank you so much for taking time out of your busy schedule to meet with me. I took your advice to join the DeKalb Bar Association. I also joined the State Bar’s Young Lawyers Section and look forward to becoming involved with one of their committees. My orientation with Hands-on Atlanta is scheduled for next week.

Again, thank you for your assistance. I will keep you apprised of my job search.

Sincerely,

Charles F. Rice
APPENDICES
APPENDIX A

Center for Professional Development and Career Strategy
STUDENT PROFESSIONALISM AGREEMENT

The Center for Professional Development and Career Strategy (the “Center”) is excited to partner with you on your job search journey. As an Emory University School of Law student, you agree to comply with the following:

1. I understand that my conduct related to my job search can affect my professional reputation and the reputation of Emory University School of Law.

2. I understand that my conduct related to my job search, including my relationship with the Center, is governed by the Law School’s Professional Conduct Code, and I will conduct myself in accordance with high moral and ethical standards. I will refrain from making false or misleading statements on my resume, unofficial grade report, or other job search correspondence, and at any time during the employment search process.

3. I understand that I am responsible for complying with the Center's deadlines, including updates to such deadlines that are communicated to me in person, in writing, via email, or posted on the Center's website. I acknowledge that the failure to adhere to such deadlines may result in the inability to participate in the Center's programs or to obtain certain services provided by the Center.

4. I acknowledge that all on-campus and off-campus recruitment programs have their own policies and rules. By applying for any on-campus or off-campus recruitment program, I acknowledge that I have read and will abide by the rules of the program and by the "OCI/Job Fair Policies" available in the Symplicity Document Library or via hard copy. I also understand that my failure to do so may result in the loss of access to the resources and services of the Center, including but not limited to Symplicity.

5. I understand that I will be responsible for reading all information contained in all correspondence to me, including, but not limited to, email correspondence from the Center.

6. I will abide by the National Association for Law Placement (NALP) Principles for a Fair and Ethical Recruitment Process (available for review on the NALP website, https://www.nalp.org/fair_ethical_recruitment).

7. I understand that Emory Law is responsible for reporting its employment data to the American Bar Association, and I will report all requested information regarding my summer and post-graduation employment to the Center accurately and promptly (including employer name, location, salary, and offer or hire date). I understand that this information will not be shared with others in a way that personally identifies me without my consent.

I understand that I will be expected to comply with the above guidelines as a student at Emory University School of Law.

______________________ ________________________
Printed Name  Graduation Year

_______________________ ________________________
Signature Date
# Table of Contents

I. Tips for Using Job Posting Sites Effectively ................................................................. 92
II. A Word of Caution ........................................................................................................... 92
III. Job Posting & Networking Sites .................................................................................. 93
   A. General Job Posting Sites (Includes Legal & Non-Legal Positions) .......................... 93
   B. General Sites for Networking Opportunities ............................................................ 96
   C. Large Law Firm Resources ...................................................................................... 97
   D. Small & Mid-Sized Law Firm Resources .................................................................. 97
   E. Non-Legal Law Firm Positions .................................................................................. 97
   F. Government / Public Interest Positions .................................................................... 98
   G. Judicial Clerkships & Other Judicial Positions ......................................................... 100
   H. Politics, Policy, & Public Affairs ............................................................................... 101
   I. Higher Education & Law Schools .............................................................................. 102
   J. Corporate & In-House Positions .............................................................................. 102
   K. Intellectual Property & Technology .......................................................................... 103
   L. Sports & Entertainment .............................................................................................. 103
   M. Immigration ............................................................................................................... 103
   N. Business, Finance, Real Estate, Human Resources, Data Privacy, Journalism, Public Relations, & Associations ................................................................................. 104
   O. Compliance ............................................................................................................... 105
   P. General JD Advantage .............................................................................................. 106
I. Tips for Using Job Posting Sites Effectively

✔ Do not rely solely on Symplicity!

✔ Go through the list below and find three to six posting sites that offer listings for jobs in your areas of interest.

✔ Spend the time to identify the keywords and terms which result in the most relevant search results for you. These keywords and terms may be different on different sites. Use filters on the sites to see even more relevant postings.

✔ Search for both “lawyer” and “attorney” positions, with or without qualifiers. There may be significant differences in the search results between the terms “lawyer” and “attorney.”

✔ Be patient! Not all positions are posted and not all will be listed when you look, so be open and be patient as you look for postings.

✔ Schedule regular times during the week to check your posting sites and set up email notifications if available.

✔ Consider getting reciprocity access to Symplicity at a law school in your geographic area of interest.

✔ Do not rely on postings alone – get out there and build relationships too! Personal relationships and referrals are the most effective methods for finding a job.

✔ Read (and heed) “A Word of Caution”

II. A Word of Caution

Job search sites may be useful for discovering skills and qualifications that employers look for in various jobs. They are also useful for uncovering terms that firms, companies, and other organizations use in describing your ideal job (so you can include them in your searches, resume, and LinkedIn profile). Finally, job search sites may help you identify firms and businesses in a hiring mode.

Be advised, however, there is little reason for law students (or lawyers) to spend time on job search sites until after identifying their core purpose and passions, assessing their strongest skills, and envisioning what their ideal career and life would look like. Once a law student has done the preparatory work in the career planning process, we recommend spending no more than ten percent of their job search time on job search sites.

Why do we have such an extensive listing of job posting sites? Because we know the first thing most law students do when thinking about their career and job search is to look at job search sites. But a much more effective and efficient use of your job search time is to be networking, making direct contacts, and promoting your personal brand. So, use this list to identify three to six job search sites to check regularly (in addition to Symplicity). Set up email notifications so you will automatically receive new postings matching your search criteria. Beyond that, waste little of your precious time on job search sites.
III. Job Posting & Networking Sites

The job search sites shown on this list are all free or part of a subscription paid for by the Emory University School of Law Center for Professional Development and Career Strategy. There are a number of other legal (and general) job search job search sites which require a paid subscription. Some of these sites may be worth the subscription fee in special circumstances, some may not. If in doubt, consult your career advisor.

### General Job Posting Sites (Includes Legal & Non-Legal Positions)

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Website URL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABA Legal Career Central</td>
<td><a href="http://www.abalcc.org/">http://www.abalcc.org/</a></td>
<td>Has career-related videos, podcasts, posts, and webinars along with job postings.</td>
</tr>
<tr>
<td>Association Career Network – Legal Jobs</td>
<td><a href="https://www.legalstaff.com/jobseeker/search/results/?msessid=5AxFmp">https://www.legalstaff.com/jobseeker/search/results/?msessid=5AxFmp</a></td>
<td>Lists legal jobs posted by employers as well as legal jobs posted on the career centers of most state legal and bar associations.</td>
</tr>
<tr>
<td>Attorney Jobs in USA</td>
<td><a href="https://www.attorneyjobsinusa.com">https://www.attorneyjobsinusa.com</a></td>
<td>Provides listings for law firm jobs, in house counsel jobs, and law student jobs around the US.</td>
</tr>
<tr>
<td>B Work</td>
<td><a href="https://www.bwork.com">https://www.bwork.com</a></td>
<td>Connects purpose-driven jobseekers with positions at social enterprises who are using business as a force for good.</td>
</tr>
<tr>
<td>Emory Law's Symplicity</td>
<td><a href="https://law-emory-csm.symplicity.com/students/">https://law-emory-csm.symplicity.com/students/</a></td>
<td>Emory's repository for job postings for summer, academic year, and post-graduate employment opportunities.</td>
</tr>
<tr>
<td>GoBigLaw</td>
<td><a href="https://www.gobiglaw.com/">https://www.gobiglaw.com/</a></td>
<td>Big Law positions.</td>
</tr>
<tr>
<td>Google Jobs</td>
<td><a href="https://careers.google.com/jobs">https://careers.google.com/jobs</a></td>
<td>Not a job posting site <em>per se</em>, but it is “Google.” Google introduced Google for Jobs which indexes virtually all the major general online job listing services and boards including LinkedIn, Monster, Glassdoor, CareerBuilder, and Facebook among others, and legal online boards including Attorney Jobs in USA. Google for Jobs also includes job listings it finds on company homepages. Jobs</td>
</tr>
</tbody>
</table>
posted natively on Indeed are the one major exception to the general job board listings indexed by Google for Jobs. Check out: http://www.avidcareerist.com/2017/06/20/how-to-use-google-for-jobs/.

<p>| <strong>HG.org</strong> | <a href="https://www.hg.org/employment.html">https://www.hg.org/employment.html</a> | Includes international legal positions, mostly for postgraduate opportunities. |
| <strong>Indeed.com</strong> | <a href="https://www.indeed.com/">https://www.indeed.com/</a> | One general job search site not included in Google for Jobs. It is the best general job search aggregator site for most purposes. |
| <strong>Intercollegiate Job Bank</strong> | <a href="https://jobbank.law.byu.edu/">https://jobbank.law.byu.edu/</a> | Lists mostly postgraduate jobs. Participating law schools are supposed to update postings monthly but not all do. (Password: LawJobs2021) |
| <strong>Job Hunters Bible</strong> | <a href="http://www.jobhuntersbible.com">www.jobhuntersbible.com</a> | This is Dick Bolles’ job search website intended to serve as a companion to this book “What Color is Your Parachute?” It is a great resource – full of articles, links, tips, tools, and even fun lists (e.g., Ten Best Jobs for People who…). |
| <strong>JobHunt</strong> | <a href="http://www.job-hunt.org">www.job-hunt.org</a> | This comprehensive site contains job search tips, recent news articles, and links to tons of other resources. Search for job resources by location or industry/profession. The site has links to great general job search information. Check out The Online Job Search Guide. |</p>
<table>
<thead>
<tr>
<th>Source</th>
<th>Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LawMatch</td>
<td><a href="https://lawmatch.com/jobs/">https://lawmatch.com/jobs/</a></td>
<td>Job posting site open to all attorneys, law students, paralegals and other legal industry professionals who may be seeking or considering full-time, part-time or contract opportunities.</td>
</tr>
<tr>
<td>LexisNexis</td>
<td><a href="http://www.lexisnexis.com">http://www.lexisnexis.com</a></td>
<td>Legal research, legal news, employer research</td>
</tr>
<tr>
<td>LinkedIn Jobs</td>
<td><a href="https://www.linkedin.com/jobs/">https://www.linkedin.com/jobs/</a></td>
<td>Top job search site. Using your LinkedIn profile, look at the “Jobs you may be interested in” section just below the search box. Look at “Companies in your network” section, which contains information on companies and firms with job listings where you also have LinkedIn connections. If you click on a company or firm, it will take you to the home or careers page on LinkedIn with the job listings.</td>
</tr>
<tr>
<td>LinkUp</td>
<td><a href="https://www.linkup.com/">https://www.linkup.com/</a></td>
<td>Provides legal and non-legal postings directly from employer websites.</td>
</tr>
<tr>
<td>O*Net OnLine</td>
<td><a href="http://online.onetcenter.org/">http://online.onetcenter.org/</a></td>
<td>Interactive database of occupational information. Conduct a skills search to find jobs that match your skills or find information (nationally and by state) on particular occupations.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Vault</strong></td>
<td><a href="http://www.vault.com">www.vault.com</a></td>
<td>This is a comprehensive job search site, which provides job listings, and company-specific message boards. Vault produces various career guides for law students and other professionals.</td>
</tr>
<tr>
<td><strong>ZipRecruiter</strong></td>
<td><a href="https://www.ziprecruiter.com/">https://www.ziprecruiter.com/</a></td>
<td>This is a comprehensive job search site.</td>
</tr>
<tr>
<td><strong>ABA Legal Career Central</strong></td>
<td><a href="http://www.abalcc.org/">http://www.abalcc.org/</a></td>
<td>Has career-related videos, podcasts, posts, and webinars along with job postings.</td>
</tr>
<tr>
<td><strong>Association Career Network – Legal Jobs</strong></td>
<td><a href="https://www.legalstaff.com/jobseeker/search/results/?msessid=5AxMp">https://www.legalstaff.com/jobseeker/search/results/?msessid=5AxMp</a></td>
<td>Lists legal jobs posted by employers as well as legal jobs posted on the career centers of most state legal and bar associations.</td>
</tr>
</tbody>
</table>

**General Sites for Networking Opportunities**

<table>
<thead>
<tr>
<th><strong>Emory Alumni Association</strong></th>
<th><a href="http://www.alumni.emory.edu/groups/chapters.html">http://www.alumni.emory.edu/groups/chapters.html</a></th>
<th>Local chapters across the country provide connections and networking opportunities.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emory Connects</strong></td>
<td><a href="https://connects.emory.edu/">https://connects.emory.edu/</a></td>
<td>Emory’s Alumni networking website.</td>
</tr>
<tr>
<td><strong>Emory Law School Alumni on LinkedIn</strong></td>
<td><a href="https://www.linkedin.com/school/emory-university-school-of-law/">https://www.linkedin.com/school/emory-university-school-of-law/</a></td>
<td>Allows you to find Emory Law alumni in your areas of interest and alumni who live in your geographic preferences.</td>
</tr>
<tr>
<td><strong>Emory Alumni Association</strong></td>
<td><a href="http://www.alumni.emory.edu/groups/chapters.html">http://www.alumni.emory.edu/groups/chapters.html</a></td>
<td>Local chapters across the country provide connections and networking opportunities.</td>
</tr>
</tbody>
</table>
Large Law Firm Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chambers Associate</td>
<td><a href="http://www.chambers-associate.com/home">http://www.chambers-associate.com/home</a></td>
<td>Use to research firms.</td>
</tr>
<tr>
<td>LexisAdvance</td>
<td><a href="http://www.lexisadvance.com/lawschool">www.lexisadvance.com/lawschool</a></td>
<td>Use Lexis to research firms and attorneys.</td>
</tr>
<tr>
<td>National Association for Legal Career Professionals (NALP) Directory</td>
<td><a href="http://www.nalpdirectory.com/">http://www.nalpdirectory.com/</a></td>
<td>Listing firms’ practice areas, demographics, salaries, etc.) for large law firms nationwide</td>
</tr>
<tr>
<td>The American Lawyer</td>
<td><a href="http://www.americanlawyer.com/">http://www.americanlawyer.com/</a></td>
<td>This magazine profiles the top firms in the country based primarily on revenue.</td>
</tr>
</tbody>
</table>

Small & Mid-Sized Law Firm Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LexisAdvance</td>
<td><a href="http://www.lexisadvance.com/lawschool">www.lexisadvance.com/lawschool</a></td>
<td>Use Lexis to research firms and attorneys.</td>
</tr>
</tbody>
</table>

Non-Legal Law Firm Positions

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Marketing Association</td>
<td><a href="https://www.legalmarketing.org/Job_Bank">https://www.legalmarketing.org/Job_Bank</a></td>
<td>Posts legal marketing jobs in law firms and consulting firms across the country.</td>
</tr>
<tr>
<td>National Association for Law Placement</td>
<td><a href="http://jobs.nalp.org/jobs/">http://jobs.nalp.org/jobs/</a></td>
<td>Lists jobs in recruiting and professional development in law firms and in career services offices in law schools.</td>
</tr>
</tbody>
</table>
### Government / Public Interest Positions

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEI-Internships</td>
<td><a href="http://cei-internship.squarespace.com/law-students/?SSLoginOk=true">http://cei-internship.squarespace.com/law-students/?SSLoginOk=true</a></td>
<td>Lists internship positions in the following categories related to the public interest: (i) Legal Services Internships; (ii) Green Law Internships; (iii) Human Rights Internships; and (iv) Women’s Rights Internships. (Username: <em>EmoryLaw</em>; Password: <em>EagleLaw</em>)</td>
</tr>
<tr>
<td>City and County Attorney Internships</td>
<td><a href="http://static1.1.sqspcdn.com/static/f/1302468/27498454/149023001863/City-County+-+Spring+2017.pdf?token=bDmkhFKt6lmw3j%2BHRhS%2BxEmEodGg%3D">http://static1.1.sqspcdn.com/static/f/1302468/27498454/149023001863/City-County+-+Spring+2017.pdf?token=bDmkhFKt6lmw3j%2BHRhS%2BxEmEodGg%3D</a></td>
<td>(Username: <em>EmoryLaw</em>; Password: <em>EagleLaw</em>)</td>
</tr>
<tr>
<td>Department of Justice Summer Law Internship Program (SLIP)</td>
<td><a href="http://www.justice.gov/legal-careers/summer-law-intern-program">http://www.justice.gov/legal-careers/summer-law-intern-program</a></td>
<td>DOJ’s recruitment program for compensated summer internships.</td>
</tr>
<tr>
<td>Equal Justice Works</td>
<td><a href="http://www.equaljusticeworks.org/">http://www.equaljusticeworks.org/</a></td>
<td>General legal public interest site, including information on their post-graduate fellowship program; best resources for information on the College Cost Reduction and Access Act and other new federal loan repayment assistance programs.</td>
</tr>
<tr>
<td>Fellowships</td>
<td></td>
<td>For a detailed list of postgraduate fellowships, contact the Center for Public Service.</td>
</tr>
<tr>
<td><strong>Florida Courts</strong></td>
<td><a href="http://www.flcourts.org/administration-funding/employment/">http://www.flcourts.org/administration-funding/employment/</a></td>
<td>Job listings for all courts in Florida.</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td><strong>For the Prosecution - Internships with America's Prosecutors</strong></td>
<td><a href="http://static1.sqspcdn.com/static/f/1302468/27243087/1473762036643/For+the+Prosecution+-+Fall+2016.pdf?token=bsEkpghAg%2BDI%2FCKgG6KHaXIAQiw%3D">http://static1.sqspcdn.com/static/f/1302468/27243087/1473762036643/For+the+Prosecution+-+Fall+2016.pdf?token=bsEkpghAg%2BDI%2FCKgG6KHaXIAQiw%3D</a></td>
<td>(Username: EmoryLaw; Password: EagleLaw)</td>
</tr>
<tr>
<td><strong>Idealist</strong></td>
<td><a href="https://www.idealist.org/">https://www.idealist.org/</a></td>
<td>General job search site for finding employment in the non-profit world. The site also includes volunteer opportunities.</td>
</tr>
<tr>
<td><strong>Lawyering for Reproductive Justice</strong></td>
<td><a href="https://www.ifwhenhow.org/resources/internship-fellowship-guide/">https://www.ifwhenhow.org/resources/internship-fellowship-guide/</a></td>
<td>Provides an internship and fellowship guide with positions at allied non-profit organizations across the country.</td>
</tr>
<tr>
<td><strong>National Legal Aid &amp; Defender Association</strong></td>
<td><a href="http://www.nlada.org/job-board">http://www.nlada.org/job-board</a></td>
<td>Job listings for public defender positions.</td>
</tr>
<tr>
<td><strong>Partnership for Public Service</strong></td>
<td><a href="http://ourpublicservice.org/">http://ourpublicservice.org/</a></td>
<td>Excellent federal government resources.</td>
</tr>
<tr>
<td><strong>ProFellow</strong></td>
<td><a href="https://www.profellow.com/">https://www.profellow.com/</a></td>
<td>Provides access to, and resources for, hundreds of fellowships in many different fields, including law and public interest</td>
</tr>
<tr>
<td><strong>Prosecuting Attorneys’ Council of Georgia</strong></td>
<td><a href="http://www.pacga.org/site/content/11">http://www.pacga.org/site/content/11</a></td>
<td>Job listings for prosecuting attorneys in Georgia.</td>
</tr>
<tr>
<td><strong>PSJD</strong></td>
<td><a href="http://www.psjd.org/">http://www.psjd.org/</a></td>
<td>Job listings include non-profit, government and other public interest jobs. The listings also include internships and postgraduate fellowships. The site also has a Postgraduate Fellowship Application Deadline Calendar.</td>
</tr>
<tr>
<td><strong>State Prosecution Offices</strong></td>
<td><a href="http://www.prosecutor.info/">http://www.prosecutor.info/</a></td>
<td>Offers information for each state's prosecuting offices.</td>
</tr>
<tr>
<td><strong>The ABA Pro Bono Opportunities Guide</strong></td>
<td><a href="http://www.probono.net/aba_oppsguide/">http://www.probono.net/aba_oppsguide/</a></td>
<td>Lists volunteer positions where you can gain legal and other related experience.</td>
</tr>
<tr>
<td>USA Jobs</td>
<td><a href="https://www.usajobs.gov/">https://www.usajobs.gov/</a></td>
<td>The official site for most federal jobs and employment information. You can apply for many jobs directly through the site. Using Occupational Series Codes in the Advanced Search may be beneficial in getting better search results. Use Occupational Code 0905 for attorney positions. Many good positions don’t use “attorney” or “lawyer” in the title. Use Occupational Code 0301 for Miscellaneous Administration, 0343 for Management and Program Analysis, and 0904 for Law Clerk positions. Other popular JD Advantage positions can be found using Occupational Code 0260 for Equal Employment Specialist and 1801 for Immigration or Asylum Officer.</td>
</tr>
<tr>
<td>Work for Good</td>
<td><a href="https://www.workforgood.org/jobs/">https://www.workforgood.org/jobs/</a></td>
<td>Helps purpose-driven organizations and talented professionals connect, so together you can do the best work possible.</td>
</tr>
</tbody>
</table>

**Judicial Clerkships & Other Judicial Positions**

<p>| OSCAR | <a href="https://oscar.uscourts.gov/">https://oscar.uscourts.gov/</a> | Online clerkship application system for federal clerkship and staff positions. Please contact Blakely James (<a href="mailto:bcjames@emory.edu">bcjames@emory.edu</a>) in the Center for Public Service for most current login and password information. |
| Vermont Guide to State Court Judicial Clerkships | <a href="https://www.vermontlaw.edu/careers/judicial-clerkship-guide">https://www.vermontlaw.edu/careers/judicial-clerkship-guide</a> | Please contact Blakely James (<a href="mailto:bcjames@emory.edu">bcjames@emory.edu</a>) in the Center for Public Service for most current login and password information. |</p>
<table>
<thead>
<tr>
<th><strong>Politics, Policy, &amp; Public Affairs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arizona Public Policy Handbook</strong></td>
</tr>
<tr>
<td>Comprehensive list of internships, fellowships, and postgraduate jobs in public policy organizations including both legal and non-legal positions. (Password: <strong>eagles</strong>).</td>
</tr>
<tr>
<td>Username: <strong>EmoryLaw</strong>; Password: <strong>EagleLaw</strong>.</td>
</tr>
<tr>
<td><strong>CQ Roll Call</strong></td>
</tr>
<tr>
<td>Congressional Quarterly’s listing of jobs on and around Capitol Hill.</td>
</tr>
<tr>
<td><strong>Daybook</strong></td>
</tr>
<tr>
<td>Political and government relations jobs</td>
</tr>
<tr>
<td><strong>HillZoo</strong></td>
</tr>
<tr>
<td>List positions on (and around) Capitol Hill.</td>
</tr>
<tr>
<td><strong>Human Rights Jobs</strong></td>
</tr>
<tr>
<td>Specializes in human rights jobs covering legal, campaigning, and administrative jobs. (Username and Password: <strong>emorylaw</strong>).</td>
</tr>
<tr>
<td><strong>International Development / Human Rights</strong></td>
</tr>
<tr>
<td>Platform for humanitarian and international development jobs.</td>
</tr>
<tr>
<td><strong>Internships In International Affairs</strong></td>
</tr>
<tr>
<td>Username: <strong>EmoryLaw</strong>; Password: <strong>EagleLaw</strong>.</td>
</tr>
<tr>
<td><strong>The Hill</strong></td>
</tr>
<tr>
<td>Lists positions on Capitol Hill and for federal government, policy, political, public affairs, lobbying, and public relations positions in Washington, DC.</td>
</tr>
<tr>
<td><strong>USAJOBS</strong></td>
</tr>
<tr>
<td>Official website for most federal jobs and employment information. You can apply for jobs directly through the site. Use Occupational Codes 0343 and 0301 for policy positions.</td>
</tr>
</tbody>
</table>
### Washington Internships In Law And Policy

Username: EmoryLaw; Password: EagleLaw)

### Higher Education & Law Schools

<table>
<thead>
<tr>
<th>Website</th>
<th>Description</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HigherEdJobs</td>
<td>Posts a few attorney jobs, but is primarily for those seeking other positions in higher ed.</td>
<td><a href="https://www.higheredjobs.com/search/advanced.cfm?Keyword=">https://www.higheredjobs.com/search/advanced.cfm?Keyword=</a></td>
</tr>
<tr>
<td>Legal Writing Institute</td>
<td>Legal writing positions in law schools.</td>
<td><a href="https://www.lwionline.org/resources/employment-listings">https://www.lwionline.org/resources/employment-listings</a></td>
</tr>
<tr>
<td>National Association for Law Placement</td>
<td>Posts jobs in career services offices in law schools as well as positions in recruiting and professional development in law firms.</td>
<td><a href="http://jobs.nalp.org/jobs/">http://jobs.nalp.org/jobs/</a></td>
</tr>
<tr>
<td>National Association of College and University Attorneys</td>
<td>Lists attorney jobs in higher education as well as related openings in compliance, human resources, and administration.</td>
<td><a href="http://www.nacua.org/careercenter/jobs/index.asp">http://www.nacua.org/careercenter/jobs/index.asp</a></td>
</tr>
<tr>
<td>The Chronicle of Higher Education</td>
<td>Lists some attorney jobs, but is primarily for those seeking other positions in higher education.</td>
<td><a href="https://chroniclevitae.com/job_search?utf8=%E2%9C%93&amp;job_search%5Bkeywords%5D=&amp;job_search%5Bposition_type%5D=&amp;job_search%5Blocation%5D=&amp;job_search%5Bstart_date%5D=&amp;job_search%5Binstitution_type%5D=&amp;job_search%5Bemployment_type%5D=&amp;job_search%5Bdistance_from_zip%5D=-10&amp;job_search%5Bzip_code%5D=">https://chroniclevitae.com/job_search?utf8=%E2%9C%93&amp;job_search%5Bkeywords%5D=&amp;job_search%5Bposition_type%5D=&amp;job_search%5Blocation%5D=&amp;job_search%5Bstart_date%5D=&amp;job_search%5Binstitution_type%5D=&amp;job_search%5Bemployment_type%5D=&amp;job_search%5Bdistance_from_zip%5D=-10&amp;job_search%5Bzip_code%5D=</a></td>
</tr>
</tbody>
</table>

### Corporate & In-House Positions

<table>
<thead>
<tr>
<th>Website</th>
<th>Description</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>GoingInHouse</td>
<td>Postings for corporate legal positions.</td>
<td><a href="https://www.goinhouse.com/">https://www.goinhouse.com/</a></td>
</tr>
<tr>
<td>Internships with America’s Top Companies</td>
<td>(Username: EmoryLaw; Password: EagleLaw)</td>
<td><a href="http://static1.1.sqspscdn.com/static/f/1302468/27502918/1490577248823/Internships+with+Americas+Top+Companies+1.pdf?token=%2Bd7Hbv6hXNk%2B9x4QCikgUh7Sjs%3D">http://static1.1.sqspscdn.com/static/f/1302468/27502918/1490577248823/Internships+with+Americas+Top+Companies+1.pdf?token=%2Bd7Hbv6hXNk%2B9x4QCikgUh7Sjs%3D</a></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------</td>
</tr>
</tbody>
</table>

**Intellectual Property & Technology**

|-----------------------------------------------|--------------------------------------------------|---------------------------------------------------|

**Sports & Entertainment**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork Online</td>
<td><a href="http://www.teamworkonline.com/">http://www.teamworkonline.com/</a></td>
<td>Primarily lists JD Preferred and non-legal positions in the sports and live event industries.</td>
</tr>
</tbody>
</table>

**Immigration**

<table>
<thead>
<tr>
<th>American Immigration Lawyers Association</th>
<th><a href="http://careers.aila.org/jobs/">http://careers.aila.org/jobs/</a></th>
<th>National association of more than 15,000 attorneys and law professors who practice and teach immigration law. The site posts immigration law positions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Immigration Legal Services Directory</td>
<td><a href="https://www.immigrationadvocates.org/nonprofit/legaldirectory/">https://www.immigrationadvocates.org/nonprofit/legaldirectory/</a></td>
<td>Contains a list of organizations that provide immigration legal services. Can be adjusted based on desired location.</td>
</tr>
<tr>
<td>Southern Poverty Law Center</td>
<td><a href="https://www.splcenter.org/">https://www.splcenter.org/</a></td>
<td>The Southern Poverty Law Center is dedicated to fighting hate and bigotry and to seeking justice for the most vulnerable members of our society. Using litigation, education, and other forms of</td>
</tr>
</tbody>
</table>
advocacy, the SPLC works toward the day when the ideals of equal justice and equal opportunity will be a reality.

Business, Finance, Real Estate, Human Resources, Data Privacy, Journalism, Public Relations, & Associations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association CareerHQ</td>
<td><a href="https://careerhq.asaecenter.org/jobs">https://careerhq.asaecenter.org/jobs</a></td>
<td>Lists executive and administrative positions with professional associations along with a few jobs for attorneys.</td>
</tr>
<tr>
<td>Association Forum</td>
<td><a href="http://careers.associationforum.org/jobs">http://careers.associationforum.org/jobs</a></td>
<td>Posts jobs with professional associations as well as a few jobs for lawyers.</td>
</tr>
<tr>
<td>B Work</td>
<td><a href="https://www.bwork.com/">https://www.bwork.com/</a></td>
<td>Connects purpose-driven jobseekers with positions at social enterprises who are using business as a force for good.</td>
</tr>
<tr>
<td>eFinancialCareers</td>
<td><a href="http://www.efinancialcareers.com/search?keywords=">http://www.efinancialcareers.com/search?keywords=</a></td>
<td>Lists some attorney jobs, but is primarily for those seeking other positions in the financial services industry.</td>
</tr>
<tr>
<td>International Association of Privacy Professionals (IAAP)</td>
<td><a href="https://iapp.org/">https://iapp.org/</a></td>
<td>Data privacy professional association.</td>
</tr>
<tr>
<td>JournalismJobs</td>
<td><a href="http://www.journalismjobs.com/">http://www.journalismjobs.com/</a></td>
<td>Lists journalism and writing jobs, some in legal journalism and writing.</td>
</tr>
<tr>
<td>LandmanJobs</td>
<td><a href="http://www.landmanjobs.net/">http://www.landmanjobs.net/</a></td>
<td>Landman (land manager) and other real estate related jobs.</td>
</tr>
<tr>
<td>Legal Marketing Association</td>
<td><a href="https://www.legalmarketing.org/Job_Bank">https://www.legalmarketing.org/Job_Bank</a></td>
<td>Posts legal marketing jobs in law firms and consulting firms across the country.</td>
</tr>
<tr>
<td>MediaBistro</td>
<td><a href="https://www">https://www</a> mediabistro.com/jobs/ openings/</td>
<td>Posts writing and journalism openings.</td>
</tr>
<tr>
<td>Public Relations Society of America</td>
<td><a href="https://jobs.prsa.org/c/search_results.cfm?msessid=Q3zdm">https://jobs.prsa.org/c/search_results.cfm?msessid=Q3zdm</a></td>
<td>Lists public relations positions.</td>
</tr>
</tbody>
</table>
## Compliance

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website/Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>eFinancialCareers</td>
<td><a href="http://www.efinancialcareers.com/search?keywords=">http://www.efinancialcareers.com/search?keywords=</a></td>
<td>Lists some attorney jobs, but is primarily for those seeking other positions in the financial services industry.</td>
</tr>
<tr>
<td>Health Care Compliance Association</td>
<td><a href="http://www.hcca-info.org">www.hcca-info.org</a></td>
<td>Member-based association for compliance professionals in the healthcare provider field that posts compliance positions as well as a few attorney positions.</td>
</tr>
<tr>
<td>National Association of College and University Attorneys</td>
<td><a href="http://www.nacua.org/careercenter/jobs/index.asp">http://www.nacua.org/careercenter/jobs/index.asp</a></td>
<td>Compliance position in higher education as well as attorney jobs and related openings in human resources and administration.</td>
</tr>
<tr>
<td>National Society of Compliance Professionals</td>
<td><a href="http://www.nscp.org">www.nscp.org</a></td>
<td>Nonprofit, membership organization dedicated to serving and supporting the compliance professional in the financial services industry. The JobLine contains posted jobs.</td>
</tr>
<tr>
<td>Society of Corporate Compliance and Ethics</td>
<td><a href="http://www.corporatecompliance.org">www.corporatecompliance.org</a></td>
<td>Posts corporate compliance jobs.</td>
</tr>
<tr>
<td>The Posse List</td>
<td><a href="http://www.theposselist.com/how-to-subscribe-to-our-job-lists/">http://www.theposselist.com/how-to-subscribe-to-our-job-lists/</a></td>
<td>Listserv that posts document reviews, paralegal positions, forensics positions, litigation support positions, project management positions, compliance positions, general counsel/assistant general counsel positions. It also post special projects and surveys.</td>
</tr>
</tbody>
</table>
NALP Principles for a Fair and Ethical Recruitment Process

Introduction

These Principles for a Fair and Ethical Recruitment Process provide suggested best practices designed to ensure the highest standards of professionalism, fairness, transparency, and non-discrimination. These Principles are based on decades of collective experience. They reflect best practices to support law students in pursuing their studies meaningfully while benefiting from the wide range of career development opportunities available to them. At the same time, they support employers in reasonably planning for their business and talent acquisition needs in a changing marketplace. Each law school and employer is encouraged to refer to this guidance as it develops its own policies and procedures that best serve the interests of its law students, lawyers, and business enterprise. NALP encourages law schools and employers to approach the career counseling and recruitment processes in the spirit and with the ideals that these Principles embody.

The Principles for a Fair and Ethical Recruitment Process are organized into 4 areas:

General Principles

Successful recruitment of law students requires good judgment and good faith from law schools, job candidates, and employers. These Principles provide guidance for each group to consider. All participants are urged to act reasonably and in good faith. The following general principles for employers and law schools encourage each party to consider its own best interests while also ensuring that all involved in recruiting are treated fairly and that complete and transparent information about the process is available to all parties.

Underlying this guidance for ethical recruiting is NALP's fundamental commitment to fairness and helping make the legal profession accessible to all individuals on a non-discriminatory basis, free of harassment. NALP is strongly opposed to discrimination, including that which is based upon sex; actual or perceived gender; age; race; color; religion; creed; national or ethnic origin; disability; sexual orientation; gender identity and expression; genetic information; parental, marital, domestic partner, civil union, military, or veteran status; or the prejudice of clients related to such matters. In addition to considering these Principles, all parties involved in the recruiting and hiring process should strictly observe all relevant laws, accreditation standards, and institutional policies.

Employers and law schools should design and promote recruitment policies and procedures that serve the best interests of their organization by:

- Establishing and maintaining their own recruiting guidelines in the spirit of professionalism, fairness, and reasonableness;
- Considering the best interests of their organization when determining any guidelines for the timing of recruiting activity and offers of employment and the length of time any offers for employment should be held open;
- Disseminating recruiting guidelines on the timing of offers and responses to those offers;
- Publishing their policies so that all parties involved in the recruiting process are educated in advance;
- Acting in a manner consistent with their published guidelines, in a way that is transparent and reliable;
- Abiding by established timetables for candidate responses to offers and other requests; and
- Communicating to resolve issues on a case-by-case basis when law school and employer recruiting guidelines are in conflict.

Principles for Employers

Employers are encouraged to consult with individual schools prior to initiating recruitment activities and to be informed about each law school's individual recruiting policies.

Employers are encouraged to maintain productive working relationships with law schools by:

- Communicating about all on- and off-campus recruiting activities before they take place;
• Scheduling recruitment activities to minimize interference with students' academic work and exam periods;
• Exercising particular sensitivity during the first semester of law school and respecting individual law school guidelines surrounding 1L recruitment;
• Responding promptly to law schools that report any misrepresentation or misconduct in recruitment activities;
• Not expecting or requesting preferential services from law schools; and
• Avoiding the solicitation of information received by law schools in confidence from candidates or other employers.

Employers are encouraged to share full and accurate information about their organization and the positions for which recruitment is being conducted by:

• Providing information about their organization that will help candidates make informed decisions; and
• Including a clear explanation of all expense reimbursement policies and procedures when extending invitations for in-office interviews.

Employers are responsible for the conduct of their recruiters and for any representation made by those individuals, and can encourage responsible recruiting by:

• Designating recruiters who are knowledgeable about their organization;
• Ensuring that recruiters have training to avoid bias, discrimination, and harassment in the recruiting process;
• Striving to provide interviewing and recruitment environments that minimize the risk of discrimination and harassment, including sexual harassment;
• Instructing recruiters not to make any unauthorized commitments; and
• Safeguarding all candidates' personal privacy.

Employers are encouraged to act in ways that support the ability of candidates to make independent and considered decisions by:

• Establishing reasonable response deadlines and giving candidates a reasonable period of time to consider offers of employment when each offer is made;
• Providing consideration for reasonable requests for extensions;
• Abiding by the established response deadlines for candidate responses;
• Avoiding conduct that subjects candidates to undue pressure to accept or decline offers of employment; and,
• Refraining from any activity that may adversely affect the ability of candidates to make independent and considered decisions.

Employers should honor all of their commitments, including:

• Making good faith offers for employment in writing, with all terms clearly expressed;
• Providing an updated offer, in writing, should modification occur; and
• Notifying the candidate and relevant office of career services promptly if it becomes necessary to rescind or modify an offer of employment, and then working with the candidate to mitigate the impact of that modification or rescission.

Principles for Law Schools

Law schools should make career planning services available to all students, recognizing that career planning and counseling are integral parts of legal education, by:

• Providing the professional services of a career planning office to all students without charge;
• Dedicating adequate physical space, equipment, financial support, and staff to career services;
• Striving to meet the career planning needs and interests of all students without any preferential treatment to any student, group of students, employer, or group of employers;
• Setting policies that position law students to be as successful as possible in their job search activities while allowing students to pursue their studies meaningfully;
• Setting policies that specifically allow first-year students sufficient opportunity to focus on their studies; and
• Educating all students on a broad range of career opportunities and job search strategies.

Law schools are encouraged to consult with employers that initiate recruitment activities with their students to ensure employers have a full understanding of the school's policies about the timing and terms of employment offers to their students, and any requirements about communication of those offers.

Law schools are encouraged to develop and maintain productive working relationships with a broad range of employers by:

• Working to actively develop a wide range of employment opportunities for students and graduates and widely publicizing all employment opportunity notices to students and, as appropriate, alumni/ae;
• Enhancing student learning and increasing career development opportunities by providing structured professional development activities on a regular basis, and by maintaining good working relationships with students, faculty, alumni/ae, and others in the legal community;
• Communicating with potential employers about their policies governing on- and off-campus recruitment activities;
• Responding promptly to employers that report student misrepresentations or misconduct in recruitment activities; and
• Not disseminating information learned in confidence from employers.

Law schools are encouraged to establish and implement policies and practices that ensure the fair and accurate representation of information about students and their school by:

• Enforcing policies that prohibit misrepresentation and other student abuses of the employment search process;
• Providing to employers and other interested parties comprehensive information on grade standards and distribution, curriculum, degree requirements, admissions and enrollment profiles, academic awards criteria, and office of career services policies and procedures; and
• Collecting information on the employment and salary outcomes of the institution's graduates and providing that information to NALP.

Law schools are encouraged to establish adequate procedures to facilitate recruitment by employers, including:

• Designing procedures that enable employers to conduct on-campus interviews, solicit direct applications, or collect student resumes for maximum efficiency and fairness;
• Articulating clearly those procedures and making them available in writing to students and employers;
• Maximizing the use of standardized forms and procedures when dealing with employers; and
• Striving to provide interviewing and recruitment environments that minimize the risk of discrimination and harassment, including sexual harassment.

Law schools should identify and promote practices that protect their students' rights, including:

• Articulating and publishing meaningful policies prohibiting discriminatory practices and harassment, including sexual harassment;
• Requiring employers to agree to abide by a non-discrimination and anti-harassment policy prior to recruiting on campus;
• Establishing and publishing procedures whereby claims of violations of recruiting policies and procedures can be investigated and resolved promptly and fairly;
• Protecting students' privacy against the illegal or inappropriate dissemination of personal information and not disclosing information protected by federal, state, or municipal law without proper consent; and
• Formulating institutional policies conforming to prevailing laws and publishing those policies to the attention of both students and employers.

Law schools are encouraged to protect students' freedom of choice in making career decisions and to protect students from undue influence by:

• Implementing policies and procedures that are designed to provide students with meaningful choice when choosing between competing offers of employment;
• Avoiding interposing either career services professionals' own values or institutional interests when counseling students;
• Disseminating law school guidelines about the timing of offers of employment and subsequent decisions to students and employers and urging all participants in the law student recruitment process to adhere to them so that students can make informed decisions; and
• Taking appropriate steps to educate students and employers alike about the importance of following the policies and procedures established by each law school.

Principles for Candidates

Candidates are encouraged to comply with the policies and procedures of each law school from which they obtain services, as well as those of employers they engage with during the recruitment process.

Students are encouraged to promptly report any misrepresentation, discrimination, harassment, including sexual harassment, or other inappropriate conduct by employers in the recruitment process to their office of career services and/or the appropriate authority.

Candidates are encouraged to prepare thoroughly for the employment search process by:

• Engaging in self-assessment before beginning an employment search and availing themselves of the services and resources provided by their office of career services and all other available resources;
• Learning as much as possible about target employers and the nature of the open positions prior to making employment inquiries; and
• Interviewing only with employers in which they have a genuine interest.

Candidates should represent their qualifications and interests fully and accurately throughout the employment search process by:

• Providing, at the request of an employer, an appropriate resume and accurate copies of all academic transcripts, recognizing that should they fail to do so, or should they falsify documentation, they risk sanction from their law school, prospective employers, and/or bar admission authorities;
• Providing, at the request of an employer, original writing samples that explain the context in which the document was written and identify the extent to which third parties contributed to the document; and
• Masking or redacting writing samples from law-related employment to preserve client confidentiality and using such writings only with the permission of the supervising attorney.

Candidates are encouraged to conduct themselves in a professional manner at all times during the recruitment process by:
• Adhering to all scheduling commitments during the on-campus interview process, canceling only for good cause and promptly communicating with the office of career services and the employer when cancellation is necessary;
• Responding promptly to all requests or invitations from an employer, and only accepting invitations for in-office interviews when the candidate has a genuine interest in working for the employer;
• Handling in a timely manner any changes or cancellations to an in-office interview, including cancellation of any travel arrangements;
• Reaching an understanding with an employer about its reimbursement policies prior to traveling, including prorating expenses for trips during which interviews with more than one employer occur in accordance with those employers' reimbursement policies; and
• Requesting reimbursement only for reasonable expenses directly related to the interview and incurred in good faith, recognizing that failure to observe this policy or falsification or misrepresentation of travel expenses may result in non-reimbursement, elimination from consideration for employment, and/or the revocation of offers by an employer.

Candidates are encouraged to promptly communicate with employers and their office of career services about their acceptance, rejection, or requests for deferrals of employment offers by:

• Abiding by the standards for candidate responses established by the employer and/or law school and notifying the employer as soon as a decision is made, even if that decision is made in advance of the prevailing response date;
• Acting in good faith to decline promptly offers for interviews and employment which are no longer being seriously considered by the candidate, in fairness to both employers and peers;
• Notifying the office of career services upon acceptance of any employment offer in order for law schools to comply with institutional reporting requirements;
• Withdrawing pending applications or canceling scheduled interviews with other employers after accepting an offer of employment;
• Holding open only a reasonable number of employment offers at any one time, and following policies established by their law school in this regard; and
• Apprising prospective employers of any intentions to seek or accept fellowships, judicial clerkships, or other limited term professional employment in order to obtain a clear understanding of the employer's offer deferral policies.

Candidates should honor their employment commitments by:

• Requesting all offers in writing and confirming offer modifications in writing, in order to avoid undue confusion regarding offer terms; and
• Notifying promptly, in writing, both the employer and office of career services if it becomes necessary for a candidate to modify or be released from their acceptance of an employment offer.

December 12, 2018
APPENDIX D

EMORY LAW
CENTER FOR PROFESSIONAL DEVELOPMENT AND CAREER STRATEGY

RULES FOR REPORTING LAW SCHOOL GRADES

The following rules are designed to help you present your grades in the most favorable light, while also providing grade and rank information in a way that is accurate and not misleading to prospective employers. The rules apply to the disclosure of information respecting academic performance on resumes, unofficial grade reports, and other job search documentation (including, but not limited to, cover letters, employment applications, personal statements, etc.).

1. You should not calculate your own GPA. Note that your GPA is not final and should not be reported until the University Registrar has entered all of your grades for the semester onto OPUS. Once all of your semester grades have been entered, you should then obtain your final GPA from OPUS, or, in the case of joint-degree students, directly from the Law School Registrar.

2. In presenting grade information on resumes and cover letters, you may use the letter grade equivalents or show your numeric averages. Not disclosing grades also is an option.

3. You may not round your grades. GPAs must be indicated to the thousandth place (i.e., three places after the decimal point). Dean’s List and Graduation with Honors require at least a 3.450 GPA without the benefit of rounding. You may not round your semester GPA for purposes of determining your semester class rank percentile. Emory Law grades on a 4.300 scale. While you do not need to indicate the 4.300 scale, do not indicate that your GPA is out of 4.0.

   Examples:

   a. GPA: 3.047 OR
   b. Academic Average: B

4. You are ranked within the class with which you are expected to graduate, as determined by the Registrar, and must report the semester rank, cumulative rank, or both, for that class only.

5. You may not estimate your approximate semester or cumulative rank between two percentiles given by the Registrar. If your GPA falls between two percentiles, you may not indicate the higher percentile only. When indicating class rank, you have the following two options (which are offered only by way of example, as they do not reflect accurate percentiles for this semester). Once calculated, JD class percentiles and ranks will be available on the Registrar’s "Student Resources" web page at https://secure.web.emory.edu/law/user-secure/students-only.html. You should confirm your rank before reporting:

   a. GPA: 3.532 (Top 25%) OR
   b. GPA: 3.532 (Top 25%=3.507; Top 20%=3.559)
6. Individual class ranks will be given to the Top 10% of each class. If you receive such a rank, you may choose to indicate it instead of a percentile (as in the following, which is offered by only by way of example, as it does not reflect accurate class rank for this semester) - GPA: 3.828; Class Rank: 5/258. To confirm JD class percentiles and ranks, please go to the Registrar’s "Student Resources" web page at https://secure.web.emory.edu/law/user-secure/students-only.html, before reporting.

7. When you choose to show both your cumulative GPA and the class rank percentile, the class rank percentile must be as current as the GPA shown. Out-of-date GPAs and class rank percentiles may not be used on newly prepared or disseminated materials. GPAs and class rank percentiles become out of date as soon as more current information is released by the Registrar.

8. If you choose to list a semester GPA, a semester class rank percentile (which may be determined only from semester class rank percentile charts provided by the Registrar), or both, you are required to provide your cumulative GPA. You may include a cumulative class rank percentile (if there is a class rank percentile associated with your cumulative GPA).

9. Unofficial grade reports must be in the format provided by the Center for Professional Development and Career Strategy and must include all grades (both the letter grades and the numeric equivalents) which have been finalized by the Registrar at the time such report is distributed. If a grade has not been received, it should be noted as such.

10. Grade Changes: if one or more of your grades is changed, for any reason, after class rankings have been calculated and distributed, your rank will not be recalculated based on your new grade(s) (whether higher or lower grade than the original). You may request a letter of explanation from the Registrar regarding your changed grade, which you can include with job search application materials.
APPENDIX E

ACTION VERB LIST

Note: Use present tense for current activities and past tense for past activities

A
accelerated
accomplished
achieved
activated
adapted
added
addressed
adjusted
administered
advanced
advertised
advised
advocated
aided
allocated
analyzed
appointed
approved
arbitrated
arranged
ascertained
assembled
assessed
assigned
assisted
attended
attained
augmented
audited
authored
authorized
awarded

B
balanced
boosted
briefed
budgeted
built

calculated
centralized
chair
changed
charted
checked
clarified
classified
coached
collaborated
collected
combined
communicated
compared
compiled
completed
composed
computed
conceived
conducted
conferred
constructed
controlled
convinced
coordinated
created
critiqued
cultivated
customized

defined
delegated
demonstrated
designed
determined
developed
designed
digested

directed
discovered
distributed
diverted
documented
drafted

edited
educated
ensured
established
evaluated
executed

F
facilitated
filed
financed
focused
formulated
fostered
founded

G
generated
guided

H
handled
helped

I
identified
implemented
incorporated
increased
initiated
innovated

J
instituted
instructed
investigated

L
launched
led
lectured

M
maintained
managed
maximized
monitored
motivated

N
negotiated

O
observed
operated
organized

P
participated
performed
persuaded
pioneered
planned
prepared
presented
produced
promoted
proposed
protected
provided
publicized
Q
qualified
questioned

R
ran
recommended
recognized
reconciled
reduced
renovated
reported
represented

S
researched
revamped
reviewed
revised

T
streamlined
strengthened
suggested
summarized
supervised

U
undertook
updated

V
validated
volunteered

W
won
worked
wrote

T
spearheaded

S
scheduled
screened
selected
served
simplified
solved

V
taught
transferred
transformed
translated
tutored
APPENDIX F

build your own...  business professional look

1. CHOOSE A SUIT
Ideally, both pieces should be part of a set. This means that they are made of the same fabric. Navy and gray are classic go-to colors. If you are wearing a skirt suit, knee-length is generally a good guideline. For pant suits, make sure your socks are not showing when you are standing up. Do not forget to cut off the vent closure threads.

2. ADD A SHIRT
You can never go wrong with a white shirt or blouse for business settings, but solid muted colors are also appropriate. Conservative patterns are fine, but do not wear anything too distracting. If you wear a button-down shirt, do not forget to button the collar and make sure your shirt cuffs extend past the sleeves on your jacket but not over your hands. Keep skin exposure to a minimum.

3. SLIP ON SHOES
There are plenty of shoes that work well with a business professional look. Wingtip or basic dress shoes in brown or black are nice. If you are comfortable walking in heels, we recommend standard pump style with heels less than three inches high. Black heels are always a good option and can be worn with black, navy, or gray suits. Flats are also appropriate.

4. GROOM
Make sure your hair is out of your face and all facial hair is well-groomed. If you wear makeup, stick to a neutral color palette. It is wise to avoid too much glitter or shimmer. Consider removing all body jewelry and covering up visible tattoos.

5. ACCESSORIZE

TIES
Ties and bow ties are both acceptable. Stay away from patterns or colors that may be distracting.

BELTS
Belts should match your shoes. Brown or black belts are most common.

JEWELRY
If you wear jewelry, a simple necklace and/or simple earrings are best. But if you tend to fidget with your jewelry, it is best not to wear it. Watches generally go on the wrist of your non-dominant hand.

SOCKS
If you are wearing a skirt suit in a conservative environment, you may want to consider wearing a pair of skin-tone pantyhose.

PANTYHOSE
Black is a good color choice for any type of briefcase, messenger bag, portfolio, or purse. You can also use your free portfolio from the Career Center!

BAGS

Remember that every work setting is different. This resource is meant to serve as a guide, and each student will need to decide how they want to present themselves to employers. When in doubt, you can view the employee bio on a particular employer’s website to gauge the culture of that employer.

Do you have any comments or questions? Please contact the Career Center.