



BU Law OCI Guide

Last Updated November 2020

Contact the CDO (lawcdo@bu.edu or 617-353-3141) if you have any questions.

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Chapter 1: Introduction to Recruiting

In this chapter:

- BU Law Recruiting Policies
- Introduction
- Large Law Firms Overview
- Participating in Large Law Firm Recruiting
- Law Firm Recruitment Process
- Key Statistics
- Key Dates
- NALP Principles
- Employer Policies

BU Law Recruiting Policies

By participating in BU Law's recruitment program, you acknowledge and agree to BU Law's Recruiting Policies, which include the following:

- Students **may not hold more than 5 offers open** at one time.
- Students are required to **report weekly to the CDO** on their status with the employers to which they have applied via the on-campus interview (OCI) program, or any of the off-campus programs.
- Students agree to **abide by** the [Resume Integrity](#) section of the student handbook.
- Students agree to **attend all** scheduled interviews, except in the limited circumstances and in accordance with the CDO cancellation policy outlined [here](#).

Please do not hesitate to contact your CDO advisor with any questions regarding BU Law's Recruiting Policies.

Introduction

What is OCI OnRamp?

OCI OnRamp is a 6-chapter online prep guide. Each chapter developed by the CDO is designed to get you on the road to success in on-campus recruiting. One chapter will cover each of the following topics:

- Chapter 1: Introduction to Recruiting
- Chapter 2: Networking for Recruiting
- Chapter 3: Researching Practice Areas & Employers
- Chapter 4: Preparing Strong Application Materials
- Chapter 5: Applying Outside Boston
- Chapter 6: Preparing for Interviews

Large Law Firms Overview

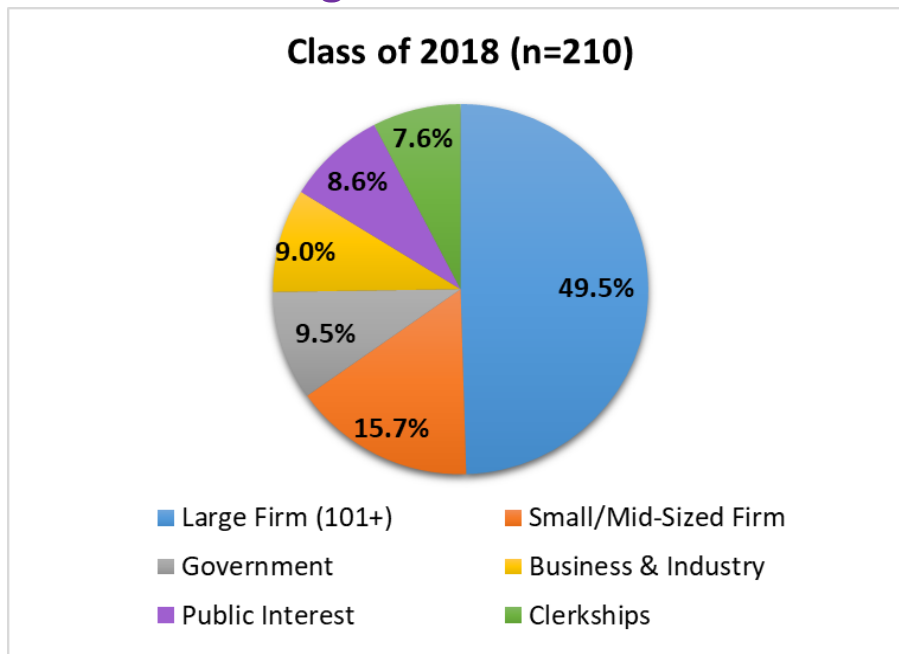
What constitutes a large law firm?

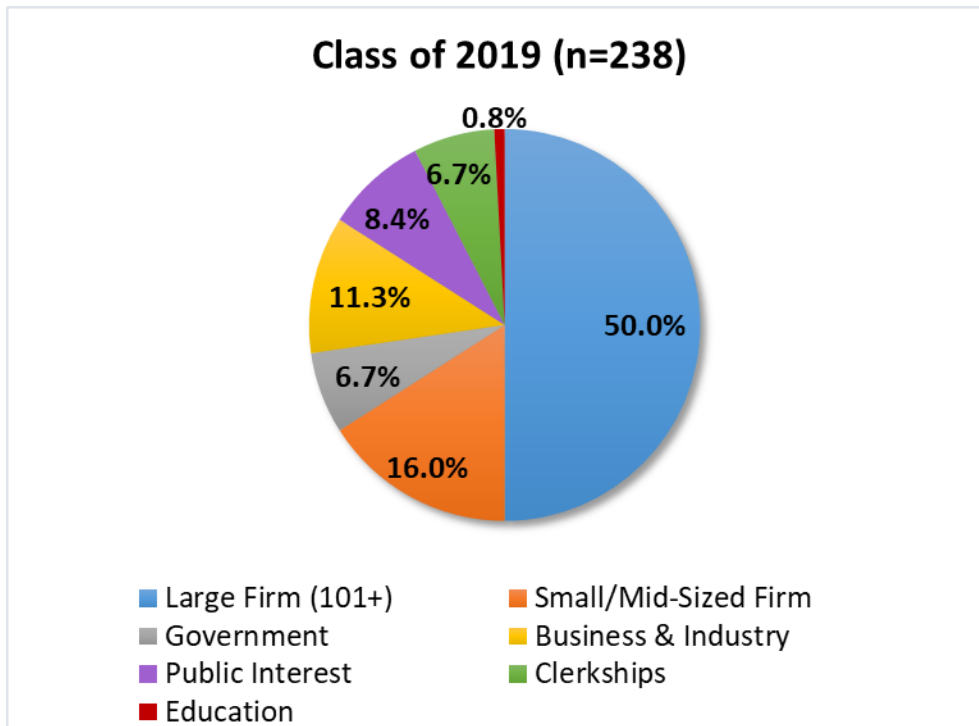
Private practice encompasses work in law firms of all sizes and scope. Large law firms tend to be the international firms and regional powerhouses. In most geographic markets, large law firms are firms with more than 100 attorneys, although a particular office of a large firm may have as few as a dozen attorneys. There are also boutique firms specializing in a specific practice area (such as intellectual property, immigration, or bankruptcy), and smaller, local firms with general or specialized practices.

Do most lawyers practice in a large law firm?

No. Below is a snapshot of the legal market. As you can see, approximately 50% of recent BU Law graduates accepted positions in settings other than large law firms.

Practice Settings





*Each chart represents the total number of employed graduates in each category as a percentage of the total number of graduates employed as of the ABA reporting deadline 10-months after graduation.

How do large firms conduct their hiring?

Most large law firms have formal summer associate programs for law students. These programs generally are for students who have completed their second year of law school. Most of the hiring is done through law school recruitment programs and specialty job fairs; in the past, these have taken place in the summer after the students' 1L year. However, for the 2021 summer programs, the recruiting process will take place in January 2021. Firms generally will also accept applications directly from students if the firm does not recruit on campus. Unlike many other legal employers, large firms usually are able to predict their entry level hiring needs several years in advance and typically will make permanent employment offers to students upon their successful completion of the summer associate program.

Participating in Large Law Firm Recruiting

So, am I a viable candidate for large law firm recruiting?

Large law firms make selections for screening interviews based largely on GPA. While no GPA requirement to participate in OCI exists, students need to be in the top half of their class, and usually the top third, to succeed in large law firm recruiting. Class ranks will be available on the Registrar's website after grades are released.

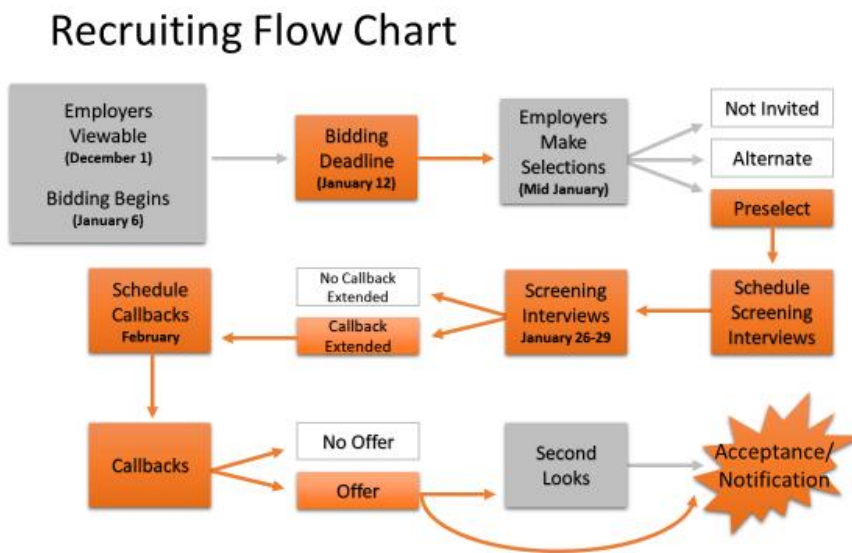
It is worth noting that large law firms may hire candidates outside of the top 33% for any number of reasons, including:

- Technical background (i.e., science or engineering), including undergraduate majors and advanced degrees.
- Diversity (Note: Diversity may be defined in a variety of ways by different law firms.)
- Pre-law school career and relevant work experience.
- Networking/prior connections with firm attorneys and staff.

Talk to your CDO advisor if you have questions about whether you may be a viable candidate for OCI.

Law Firm Recruitment Process

The OCI recruitment process has many steps. Review this flowchart for an overview of the major steps in the law firm recruiting process:

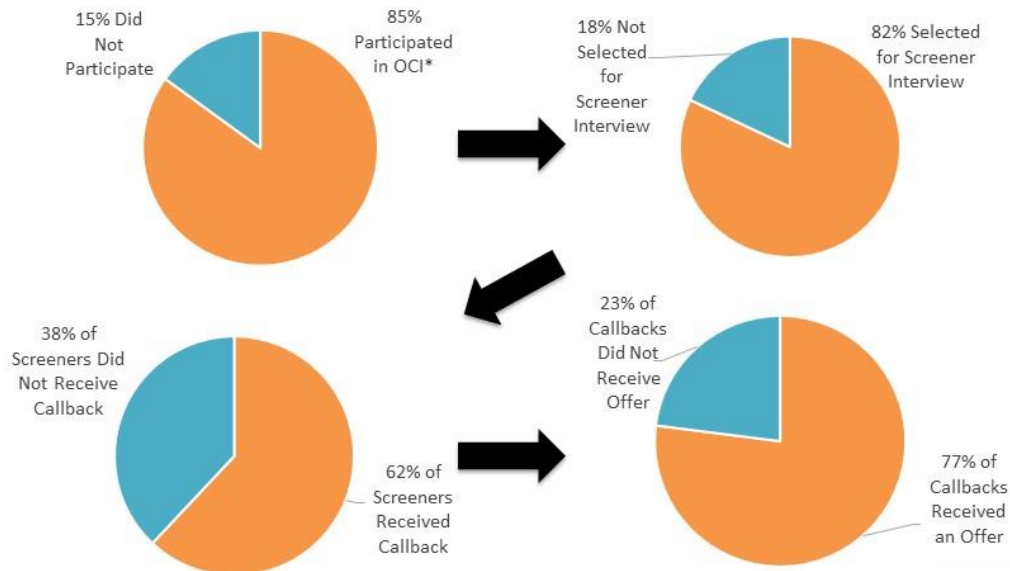


Key Statistics

In case recent statistics are helpful in contextualizing OCI, here are the key ones for the Class of 2020:

Boston University School of Law

Key Statistics, Class of 2020



*Includes OCI, off-campus programs, resume collections, job fairs, and direct applications



Key Dates

| Date | Event |
|---------------------------------|---|
| December 1 | Employers Viewable for OCI and Off-Campus Recruitment Programs (NY program, as well as Resume Collections for DC, Chicago, Miami, Philly, LA and SF) |
| Throughout December and January | Mock Interviews |
| December 18 | Mandatory CDO Resume Review Deadline |
| January 6 | OCI Bidding Begins Off-Campus Recruitment Program Bidding Begins Boston Lawyer's Group Diversity Job Fair |
| January 12 | NOON DEADLINE: Bidding Deadline for OCI Week + Off-Campus Recruitment Programs (NY Recruitment Program, and Resume Collections for: DC, Philadelphia, Chicago, Miami, LA and San Francisco) |

| | |
|---------------|---|
| Mid-January | Employers Make Selections |
| January 14-15 | Loyola Off-Campus Interview Program (Chicago) |
| January 22 | New York City Off-Campus Recruitment Program |
| January 26-29 | OCI Week |

NALP Principles for a Fair and Ethical Recruitment Process

NALP ("National Association for Law Placement") Principles outline expected conduct, as well as that of employers and BU Law, during OCI and other recruitment programs.

Key principles include:

1. Prepare thoroughly for the employment search process
 - i.e., engage in self-examination and only interview with employers in whom you have a genuine interest
2. Represent your qualifications and interests fully and accurately
 - i.e., do not misrepresent your credentials or experience by indicating you have some that you do not have, or by embellishing what you do have.
3. Conduct yourself in a professional manner
 - i.e., adhere to all commitments and respond promptly and professionally to employers
4. Timely notify employers and CDO of your acceptance or rejection of employment offers
 - i.e., promptly decline offers for interviews and jobs which you are no longer seriously considering
5. **Honor your employment commitments**
 - **i.e., you CANNOT renege on an acceptance. Reneging on an acceptance can also lead to BU Law disciplinary action.**
6. Promptly report to the CDO any misrepresentation, discrimination, or other abuse by employers in the employment process.
7. Adhere to the same standards of conduct as lawyers do when engaged in law-related employment.

Make sure to review the [NALP Principles](#), and consult the CDO with any questions.

Employer Policies

As you begin preparing for the OCI and off-campus recruiting process, be sure to review the recently revised [Policies and Guidelines for Employers](#). Please do not hesitate to contact the CDO with any questions.

Chapter 2: Networking for Recruiting

In this chapter:

- What Is Networking?
 - Networking Goals
 - Common Misconceptions
 - Networking Process Overview
 - Networking Process: Researching Contacts
 - Networking Process: Reach Out to Contacts
 - Networking Process: Prepare to Meet Contacts
 - Networking Process: Meet Contacts
 - Networking Process: Follow Up with Contacts
 - Important Note about All Contacts and Communications with Employers
-

What Is Networking?

Networking means different things to different people, and there are many styles of networking and situations in which to network. For OCI and other recruiting, networking includes:

- **Networking Events:** Larger in-person or virtual events hosted by firms and professional organizations
- **Informational Interviews:** One-on-one conversations with an attorney seeking career-related advice

Whether you love working a room (virtually or in-person) or are nervous talking to other attorneys, you can network successfully for OCI and other recruiting programs.

This chapter walks you through the networking process - from researching contacts to following up with contacts.

The Goals of Networking

Understanding these goals will allow you to network effectively. During OCI, networking primarily serves the following goals:

Networking Helps You Stand Out

During OCI, firms expect candidates to articulate a genuine interest in their firm. This can be challenging if you are relying exclusively on firm websites or other online resources for information. Networking with attorneys at participating firms is an effective way to **gain additional information about a firm's attorneys, practice and culture prior to your interviews. It is also a good way to demonstrate an initial interest in a firm.** In addition, speaking with attorneys of the firm before OCI will help you understand what particular firms are looking for in candidates, and what aspects of your background you might want to highlight in your cover letters and during your interviews.

Networking Helps You Define Your Career Goals

Speaking with attorneys about their own career paths and day-to-day responsibilities **will help you better understand what it is like to practice in a particular firm or practice area.** This is likely to give you greater insight into your own career goals and interests so that you can articulate those goals during the interview process and find the firms that can help you achieve them.

Networking Leads to Job Satisfaction

Taking time to explore different practice areas and firms while reflecting on your own interests, skills and values **will help you prioritize your goals and target the positions that are right for you.** In other words, you want to find the right "fit" for you, both in terms of your 2L summer and your post-graduate legal career. Networking allows you to gradually begin this process before diving into the fast-paced interview season.

Attorneys Network

As an attorney, you will need to build and maintain relationships with clients, other attorneys, and outside professionals. **Law school is an excellent time to add networking to your skill set.** It is a critical skill for your professional advancement in any field of law.

Common Misconceptions

Networking can overcome low grades.

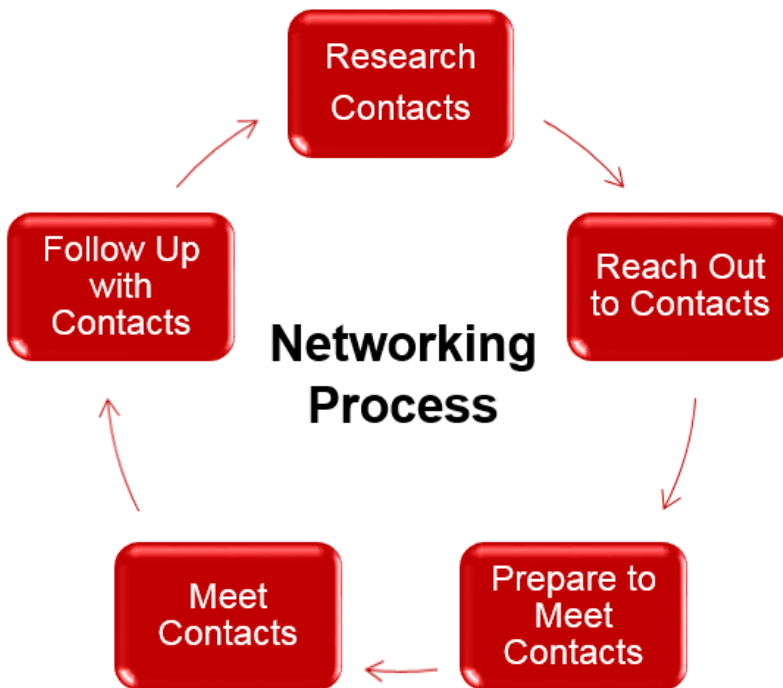
Academic performance is a significant, albeit not the only, factor large firms use in assessing candidates. While networking helps students with competitive and borderline GPAs, or other valuable experience (i.e., technical background, pre-law school work experience, military service), networking will generally not off-set GPAs substantially below large law firms' hiring criteria.

Remember that large law firm recruiting is only one summer option, and not necessarily the best option depending on your long-term career goals. Many BU Law students gain valuable experience during their 2L summer at small and mid-sized law firms, in-house legal departments, government agencies, and public interest organizations. Review Chapter 1 to learn about various 2L summer options.

I am too busy preparing my application materials. I will network after the bidding deadline.

No. ***Networking should begin well before the bidding deadline.*** Networking needs to begin early because: (1) the networking process takes time; and (2) once your application materials are sent to the firm on the bidding deadline, networking is less effective. Keep an eye out for and take advantage of virtual employer visits and other events arranged by the CDO, student organizations and the firms themselves.

Networking Process



Networking Process: Research Contacts

Many resources are available to help you research alumni at large law firms:

- The [NALP Directory of Legal Employers](#) is usually the best place to start any law firm research. NALP's membership consists mainly of large law firms that recruit during OCI and the directory, searchable by practice area, firm size, and geographic location, will give you a "snapshot" of a firm's demographics, recruitment information, diversity initiatives, and other helpful information. Although NALP does not contain a directory of individual attorneys, it can help you identify the firms you would like to connect with.
- Once you identify a few firms, consult their individual websites for a directory of attorneys. Most directories allow you to search for attorneys from a particular law school. You can then narrow the results further by identifying attorneys in particular offices, practice areas or practice groups. Each attorney's firm bio will contain information about the attorney's area of practice, recent cases or transactions, community involvement, and bar admissions.
- [Martindale Hubbell](#), [Lexis](#) and [Westlaw](#) also contain individual attorney profiles.

Networking Process: Reach Out to Contacts

Email contacts to request an informational interview. Your email should be brief and include:

- Who you are;
- How you are connected to the contact (i.e., BU Law, referral, prior networking event); and
- What you want.

Because attorneys are busy, you may need to follow up after a reasonable time (i.e., a week). Please limit your follow-up to **one time**. In the event that you do not receive a reply, it's best to move on to your next contact. Do not take this lack of response personally ... attorneys are typically busy, and during the pandemic individual circumstances are frequently more complicated.

Below are sample emails requesting an informational interview and following up. **Please do not copy the samples.**

Subject: Informational Interview Request from BU Law 2L

Dear Mr. Smith:

I am a second-year law student at Boston University School of Law. We met briefly at BU Law's networking reception on April 4.

I would appreciate the opportunity to speak with you about your practice at Cleary Gottlieb. I hold an undergraduate degree in Finance and worked at a bank before law school. I am eager to put my skills to use in a busy corporate practice.

Would you be available to meet on Tuesday, June 21 or Thursday, June 23? I am interning in New York City this summer and can meet you near your office [or, I am happy to set up a virtual meeting via Zoom or your preferred platform for a time that is convenient for you].

Thank you very much.

Sincerely,

Rhett Terrier

Subject: Follow Up: Informational Interview Request from BU Law 2L

Dear Mr. Smith:

I hope this email finds you well. I am writing to confirm that you received my prior email, included below. As referenced in the email below, I would greatly appreciate a few moments of your time to obtain some career-related advice.

I look forward to connecting with you if your time allows. Thank you very much.

Sincerely,

Rhett Terrier

Networking Process: Prepare to Meet Contacts

Preparing to meet contacts includes: (1) preparing questions to ask the contact; and (2) doing some background research on the question topics.

Below are sample questions with suggestions for research methods.

Contact's Current Position

- Can you walk me through a typical day?
- What are the challenges of your work? The rewards?
- What didn't you realize about the field/firm when you began?
- *Research suggestion: Read contact's bio on website and profile on LinkedIn.*

Contact's Practice Area

- When do associates choose a specialty?
- Can you tell me why you chose this practice area?
- What traits/skills do people in your practice area tend to share?
- *Research suggestion: Read practice area description on firm's website.*

Contact's Firm

- Why did you choose this firm?
- How would you describe the personality/culture of your firm?
- What training/mentoring does your firm offer to associates?
- *Research suggestion: Review firm's NALP Directory entry and website.*

You

- What skills and/or traits do firms seek in candidates?
- What do employers wish they saw more of in candidates? Less of?
- How can I make myself stand out?
- *Research suggestion: Review your resume and mine your memory for specific examples.*

Additional sample questions are available on the CDO's [Informational Interviews](#) webpage.

Networking Process: Meet Contacts

Meeting contacts – whether at a networking event or informational interview – can be nerve-racking. Review these tips and tricks for networking success:

Networking Events

- Prepare a brief (30 seconds or less) "elevator pitch" that succinctly answers the common conversation starter, "So tell me about yourself..."
 - Example: "I just finished my first year at BU Law. I'm originally from the Bay Area, and worked for a tech start-up in Silicon Valley for the last two years. Ultimately, I'd like to return to the West Coast and work in financing start-ups."
- Attend with a friend to alleviate anxiety and help navigate the inevitable moments of standing alone. (Remember to prioritize meeting new contacts, though, rather than using the time to catch up with friends!)
- Commit to achieving certain goals (i.e., speaking with certain attorneys, talking to a certain number of attorneys.)
- Avoid hovering around the food.
- Avoid eating or drinking too much.
- Keep your phone on silent and in your pocket/bag.
- Aim to make one or two meaningful contacts. Look for people standing alone or with only one other person and initiate a conversation. Remember that they are there for the same reason you are, and may feel the same way about attending these events as you do.
- For virtual events, you should prepare in the same way as you would for an in-person event. In addition, make sure your dress in business attire (see below) and be conscious of your background (ideally sit before a blank wall, piece of art or neat bookshelf). Confirm lighting and sound are set properly. Reduce the likelihood of distractions in the background (family, pets, roommates, etc.).
- *Virtual networking tip: Try using a BU Law virtual background when meeting with a potential employer. Ask your CDO advisor for help with obtaining one.*

Informational Interviews

- Arrive (log in to virtual platform) early.
- For in person meetings, bring copies of your resume, but keep them in your bag/padfolio.
- Memorize your questions in advance, but you can take notes during the informational interview.

Both

- We recommend dressing in business attire for networking in formal settings (i.e., at firm, networking dinner).
- We recommend dressing in business casual for networking in informal settings (i.e., at Starbucks).

Networking Process: Follow Up with Contacts

After a networking event or informational interview, you want to follow up with contacts by:

Sending a Thank You Note

Send a thank you note by email immediately after the event or informational interview. Your thank you note should be:

- Personalized (i.e., reference something discussed);
- Genuinely convey appreciation for the time that the contact has invested in your professional development; and
- Indicate how you intend to follow-up with other contacts given to you by the contact.

Tracking Contacts

Establishing a system to track contacts to maximize their future effectiveness is critical. An Excel spreadsheet is ideal. Here's an example of what to track:

| OCI Networking Tracking Spreadsheet | | | | |
|--|------------------|------------------------------|--|---|
| Firm | Contact | Email | Event | Notes |
| Cleary Gottlieb | Michael Smith | msmith@cghs.com | BU Law Networking Reception (April 4) Informational Interview @ Starbucks (June 21) | Practices mergers & acquisitions; focus = cross-border transactions Attended Georgetown and BU Law Enjoys country music (attending Blake Shelton concert in July) |
| Ropes & Gray | Anna Jones | Anna.jones@ ropesgray.com | Informational interview @ office (June 2) | Introduced to contact by alumni mentor Practices private equity Lateral to Ropes from NY firm Discussed practicing in NY vs. Boston |

Thinking Before You Link

Think carefully before you request a contact on LinkedIn. Some attorneys may be hesitant to accept a LinkedIn request if you are merely one of many students whom they met at a networking event, but if you had the opportunity to establish a meaningful professional connection, you can invite them to join your professional network on LinkedIn.

Keeping in Touch

Provide updates to contacts when relevant (i.e., made a journal). Do this judiciously, but endeavor to provide periodic updates on your career to deepen their investment and interest in your professional advancement.

Important Note about All Contacts and Communications with Employers

Please keep in mind that employers take note of all details with respect to their interactions with a candidate during all stages of the OCI process (networking, bidding, interviews, offers, and acceptances or declinations). ***It is critical that your responses to emails from employers are timely, formal, concise, include a complete response to the information being requested, and reflect your appreciation of their time and consideration of your candidacy.*** Employers and attorneys may lose interest in candidates who do not reply to emails or return phone calls within 24 hours, do not supply complete information when asked, use slang, emojis or other informalities in their communications (written or otherwise), or do not demonstrate the respect and appreciation for employees of the firm that are taking time out of their busy day to meet (or arrange to meet) with you.

Chapter 3: Researching Practice Areas and Firms

In this chapter:

- Practice Areas Overview
 - Practice Area Self-Reflection
 - Practice Area Research
 - Law Firms Overview
 - Law Firm Self-Reflection
 - Law Firm Research
-

Practice Areas Overview

It's time to start thinking (if you have not done so already) about what practice area(s) might interest you.

There are two reasons you need to think about this question: First, you will be asked this question in each large law firm interview; and second (and more importantly), finding a practice area that intellectually engages you is the foundation of a successful legal career.

Identifying what practice area(s) interest you requires some self-reflection and careful thought. Here is some information to get you started.

Practice Area Self-Reflection

Consider the following to continue refining your list of target firms:

- "Will I thrive in a large or small summer associate class?"
 - "What work culture best suits me?"
-

Practice Areas Research

Your research into practice areas begins by exploring what opportunities are available at large law firms. Corporate and litigation are two practice area options. Contrary to popular belief, however, they are not the only two practice areas. Make sure to think about specialty practice areas, such as tax, labor and employment, real estate, and many, many more.

Play BU Law's Practice Areas Jeopardy by clicking [here](#) to learn about various practice areas that are available (and not available) at large law firms.

Keep researching the practice area(s) that interest you so that you can clearly articulate your interest in the area.

These four resources will get you started:

1. *New York Law Journal's* [Developing an OCI Game Plan](#);
2. Major, Lindsey & Africa's [Practice Area Summary](#);
3. Firm Websites
4. [Informational interviews](#) with attorneys in the practice area(s), where you can ask:
 - Why did you choose this practice area?
 - Describe the work a junior attorney does in this practice area.
 - What traits/skills do people who enjoy this work tend to share?
 - How else can I educate myself about this practice area?

Law Firms Overview

Over 140 employers participate in BU Law's OCI and Off-Campus Recruitment Programs. Your task from when OCI employers become viewable to the bidding deadline for OCI and Off-Campus Programs is to research and identify firms that appeal to you. This type of research is helpful for the same reasons it is helpful to research practice areas (to find a good fit where you can achieve your career goals, and be able to articulate your interest in the firm during interviews).

Some firms that do not interview on campus will offer resume collection program. Through this mechanism, students can upload their resume to [CareerHub](#) or [TLC Symplicity](#) for consideration by specific participating firms. More information about this process can be found in Chapter 4 of the Guide. Additionally, you are encouraged to submit direct applications (in accordance with the instructions on individual firms' recruiting pages) to firms that are not participating in OCI or the Off-Campus Programs. More information about this process can be found in Chapter 6 of this Guide.

Regardless of the method through which you apply, identifying target firms requires some self-reflection and careful thought. We encourage you to review the 2019 NALP [Open Letter to Law Students](#) for employer perspectives and advice on focusing your search (as well as the interview process and navigating offers.)

Law Firms Self-Reflection

Consider the following to continue refining your list of target firms:

- "What size firm appeals to me?"
 - "What city do I want to work in?"
 - "What practice areas does the firm have?"
 - "Do I want to be in the main or a smaller office?"
 - "What are the professional development opportunities?"
 - "Can I advance at this firm?"
-

Law Firms Research

- The [NALP Directory of Legal Employers](#) can help you identify the firms you are interested in (based on geographic area of interest, practice areas, and/or size) and conduct initial research on each firm. NALP's membership consists mainly of large law firms that recruit during OCI and the searchable directory will give you a "snapshot" of a firm's demographics, recruitment information, diversity initiatives, and other helpful information.
- Individual firm websites contain a great deal of helpful information about a firm's summer associate program, practice areas, pro bono work, and recent deals/cases. They also contain comprehensive bios of the firm's attorneys. Reviewing firm websites is a great way to start your research and should be an essential part of your overall OCI preparation.
- One of the best ways to learn about a firm is to speak with its attorneys. Review the [CDO's Informational Interviews Website](#) tips on how to prepare for, conduct, and follow up after an informational interview.
- [Martindale](#) allows you to tailor your search by the size of the firm and practice area(s), as well as identify alumni/ae from BU Law or your undergraduate institution.
- The [American Lawyer](#) conducts annual surveys of mid-level and summer associate satisfaction at large law firms.
- [Vault](#) ranks firms nationally, by practice area, and by reputation in specific geographic markets and provides descriptive information about firms and associates' anonymous responses to survey questions about life at their firms.
- [BU Law Library's Career Resources Guide](#) contains a number of other helpful resources and guides.
- There are also many commercial resources that can provide some information about practice areas and a firm's strengths such as [Chambers Associates](#).
- The [ABA Law Firm Pro Bono Challenge](#) lists firms who have agreed to commit either 3% or 5% of their total billable hours to pro bono work. You can also review [NALP's](#) Pro Bono/Public Interest tab and Vault's [Guide to Law Firm Pro Bono Programs](#) to research a firm's pro bono commitment.

If you have any questions about effectively using these resources, contact Jenna Fegreus in the Library (jfegreus@bu.edu), or the [Virtual Reference Desk](#), which is open Monday-Friday 9 a.m.-5 p.m..

Chapter 4: Preparing & Bidding with Strong Application Materials

In this chapter:

- Introduction
 - Resumes
 - Resume Updates
 - Resume Updates: GPA & Class Rank
 - Resume Updates: Honors (Including Journal)
 - Resume Updates: Summer Job & Upcoming Positions
 - Cover Letters
 - Writing Samples
 - Grade Sheets
 - Caution: Sample Application Materials
 - Uploading & Bidding
 - Online Presence: Clean Up
 - Online Presence: LinkedIn
 - A Note about Grades
-

Introduction

Let's state the obvious: Application materials are important! Employers select students for screening interviews based on application materials. They use your materials as a proxy for the type of work product you will generate, so ensure that you put your best foot forward.

This chapter will help you prepare a strong resume and cover letter (if required), as well as select a writing sample (if required) and complete a grade sheet.

This chapter also covers uploading materials, bidding for firms, and scheduling interviews on CareerHub.

Resumes

Your resume is your chief marketing tool in large law firm recruiting. It offers a snapshot of your unique accomplishments and experiences, and is also a sample of your written work.

Because your resume plays such an integral role in large law firm recruiting, **you are required to (a) upload your resume to VMock and score at least a 70 and (b) send your VMock'd resume to your CDO advisor before bidding. The deadline to submit your resume for review is December 18th.** You should also carefully review the [Resume Handbook](#) - specifically the Resume Integrity section - before bidding.

Your resume for large law firm recruiting:

1. Should be 1 page (with limited exceptions).

2. Must be error-free.
3. Should not have creative formats.
4. Should not include a summary, objective, LSAT scores, anything from high school, or a list of references or "References Available Upon Request".

Here's a sample resume format:

| |
|--|
| <p>NAME Address Telephone Number Email</p> |
| <p>EDUCATION</p> <p>BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA J.D. anticipated, Date (month and year) GPA: X.XX (Top % of First-Year section) Honors: Activities: <i>Pro Bono</i>: (if applicable)</p> <p>UNDERGRADUATE SCHOOL, City, State Degree Awarded, Date (month and year) GPA (and if desired GPA in Major): Honors: Activities: Thesis: (if applicable) Study Abroad: (if applicable)</p> <p>EXPERIENCE (Listed in reverse chronological order)</p> <p>EMPLOYER, City, State Position Title, Dates Description of Job</p> <p>LANGUAGES: (if applicable)</p> |

Resume Updates

Because you had your resume reviewed for your 1L job search, it should be in good shape. Your goal is to update your resume. Here's a checklist of what you need to update:

- ✓ GPA & Class Rank
- ✓ Honors
- ✓ Journal
- ✓ Summer Job
- ✓ Upcoming Clinics, etc.

Resume Updates: GPAs & Class Rank

GPA

- Include your GPA if it is above a 3.0. Include your undergraduate (or other graduate) GPA if you include your law school GPA.
- GPAs can be used to demonstrate substantial improvement during your most recent semester (see Example #2 below.)
 - If you are close to a class rank provided by the Registrar (i.e., within .01-.02), you can indicate that rank for comparison. (See Example #3 below.)
- Grading scales are not needed.
 - Remember, BU Law is on a 4.3 scale. Listing your GPA on a 4.0 scale is misleading to employers and violates BU Law's [Resume Integrity Policy](#)

GPA & Class Rank Examples:

Standard GPA & Class Rank

| |
|---|
| <p>BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA Candidate for Juris Doctor, May 2020 GPA: 3.61 (Top 25% of 1L Section) Honors: <i>Boston University Law Review</i>, Dean's Award in Contracts Activities: Business Law Society, 1L Representative</p> |
|---|

Demonstrating Substantial Improvement

| |
|--|
| <p>BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA Candidate for Juris Doctor, May 2020 GPA: 3.41 (cumulative); 3.62 (Spring 2018) Honors: <i>Public Interest Law Journal</i></p> |
|--|

Proximity to Class Rank

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA
Candidate for Juris Doctor, May 2020
GPA: 3.45 (Top 33% of 1L Section = 3.47)
Honors: *American Journal of Law & Medicine*
Activities: Public Interest Project; Health Law Association
Pro Bono: Pine Tree Legal Services, Portland, ME (Spring Break 2018)

Resume Updates: Honors (Including Journal)

Only BU Law journals, awards, and moot court and mock trial competitions for which you were selected based on merit can be listed under the "Honors" category on your resume. A complete list of recognized Honors is available [here](#). Below are the recognized honors applicable to 2Ls:

- Journal Membership
- Lawyering Fellow
- Dean's Scholarship
- Public Interest Scholar
- Early Decision Distinguished Scholar
- G. Joseph Tauro Scholar or Distinguished Scholar Designation
- Dean's Awards for a particular class or classes
- Moot Court Board Member for Esdaile Moot Court
 - Note: Neither your participation nor any form of recognition for Esdaile may be listed as an "Honor" or "Activity", other than Board Membership.
- Selection to represent BU Law in Regional ABA Negotiation or ABA Client Counseling Competition
- Selection to represent BU Law in Regional or National Transactional LawMeet
- "Best Draft" award for any level of the Transactional LawMeet
- Winner of, or recipient of an individual award at, the BU Law Intramural Mock Trial Tournament
- Team rank (but only if ranked highly), or receipt of an individual award, at a regional or national mock trial competition
- Receipt of named, competitive scholarships or summer fellowships

Resume Updates: Summer Job & Upcoming Positions

Summer Job

- Your summer job description should convey your relevant skills and experience.
- Begin each bullet/phrase with an action verb.
- Be clear, concise and specific. **But, at the same time, make sure NOT to violate privilege and confidentiality.** Check with your employer or the CDO if you have questions about presenting a specific experience.

Upcoming Clinics, Internships, Externships, and Leadership Positions

- Even though these clinics, internships, etc., have not yet started, employers like to see what you will be doing next year.
- Add upcoming clinics, internships, and externships to your “Experience” section.
 - Include the employer name, location, your job title, and dates (e.g. “Fall 2020 or “September-December 2020”).
 - Do not include a job description until you start working.

Cover Letters

Your cover letter is your first opportunity to draw the employer's attention to your credentials and writing skills. It should be one page, well written, and error-free. It should also be tailored to the specific employer, and focus on what you can do for the employer, not what the employer can do for you. **DO NOT SUBMIT A COVER LETTER WITH YOUR OCI MATERIALS UNLESS REQUESTED BY THE EMPLOYER.**

To make writing a cover letter a little easier, follow these simple steps:

1. Review the employer's hiring criteria on CareerHub, the NALP Directory, or their website.
2. Make a list of the key skills and qualifications they are seeking, their practice areas, and their client base.
3. List your strongest, concrete examples of these skills and relevant experiences in the next column.

Only once you have made this chart should you begin writing your cover letter. Below is a sample cover letter format. You will learn more about cover letter structure on the next page.

| |
|--|
| <p>USE YOUR RESUME HEADER AS LETTERHEAD</p> <p>Date</p> <p>Name Title Employer Name Address Address</p> <p>Dear Mr./Ms./Mx. Last Name:</p> <p>Introductory Paragraph</p> <p>Middle Paragraph(s)</p> <p>Closing Paragraph</p> <p>Very truly yours, OR Sincerely,</p> <p>4 lines for signature if snail mailed (2 if PDF)</p> <p>Your Typed Name</p> |
|--|

Cover Letter Structure

1. Introductory Paragraph

- Who you are
- Why you are writing
- Geographic ties and networking connections
- Teaser sentence about why you are a great candidate

2. Middle Paragraph(s)

- Strong topic sentence providing an overview of the paragraph and connecting back to the position/firm
- Concrete examples illustrating transferable skills and experience

3. Closing Paragraph

- Enthusiastic reiteration of your interest in position
- Thank employer for their time and consideration

Writing Samples

Employers use writing samples to evaluate your research, writing, and analytical skills, as well as your attention to detail. Writing samples are NOT required when bidding but should be brought to your interviews when requested.

Your writing sample could be from your First-Year Lawyering Program, the writing competition, or your summer internship. (If you use written work from your internship, you must obtain the employer's permission. Ask the employer how to preserve privilege and confidentiality, and then make any necessary redactions prior to submission.) In addition, writing samples should be:

1. 6-12 pages (an excerpt from a longer work is acceptable);
2. Well-written and error-free;
3. Contain a clear and concise analysis of a legal issue; and
4. Your own work (i.e., not significantly edited by others).

You also need to add a separate cover page with your header and a brief explanation of the writing sample. Click [here](#) for sample cover pages.

Grade Sheets

Use an Unofficial Grade Sheet when bidding for OCI and Off-Campus Recruitment Programs. **Do NOT attach a scanned or PDF version of your transcript to your bid**; it may not properly send to employers. Employers are familiar with this format and accept a grade sheet in lieu of a transcript.

Download a blank Unofficial Grade Sheet [here](#). Fill it out completely and accurately. Make sure to delete unused cells. If you have transferred from another law school or the LLM program, you must indicate that on your grade sheet.

Bring official transcripts with you to your interviews. Click [here](#) to learn how to order transcripts.

Caution: Sample Application Materials

CAUTION: The CDO's sample resumes, cover letters, and other application materials are good starting points. **But your application materials must be distinctive and unique.**

The firms participating in BU Law's recruiting programs will be receiving applications from many BU Law students. It is therefore particularly important to highlight your own personal experiences, skills, and writing style, and avoid duplicating application materials submitted by your classmates.

Uploading & Bidding

The process of submitting application materials for the recruiting programs will involve uploading your materials and bidding on CareerHub for OCI and TLC Symplicity for all Off-Campus Programs. Instructions for uploading documents and bidding in each of these programs will be available on the CDO Website and communicated to students before bidding opens for each of the programs.

Helpful Hints to Keep in Mind when Bidding

- Don't wait until the last minute to bid! Bid early and leave yourself time to get help if you encounter any problems.

- Double-check your documents for errors and that the correct documents are attached to the corresponding employers – once a bid deadline has passed, documents attached to bids cannot be altered or replaced.
- Changes can be made to bids as many times as desired ***until the bid deadline.***

Note: Carefully review your materials after uploading them to CareerHub or TLC Symplicity for errors caused by conversion. Contact the CDO (lawcdo@bu.edu or 617-353-3141) if you have trouble uploading your materials.

Online Presence: Clean Up

Do embarrassing photos of you from the BU Law Boat Cruise, college football games, or high school prom lurk online? **Admit it. We all have them.**

Because today's employers research candidates online, it is time to clean up your online presence. That is,



Here are a few suggested steps for cleaning up your online presence:

1. Run a vanity search on Google for your name. Contact your CDO advisor if anything alarming arises.
2. View your public profiles on Facebook, Twitter, Google+, and other social media. If necessary, change your privacy settings to hide items you would not want employers to view. (Or better yet, delete them entirely!)
3. Log out of your Facebook, Twitter, Google+, and other social media accounts. Run a search for yourself to double check your privacy settings are correct.
4. Repeat #3 periodically throughout the recruiting season.

Online Presence: LinkedIn

You should also update your LinkedIn profile ASAP. Make sure you have:

- Uploaded a professional photo. Email lawcdo@bu.edu for your 1L Career Conference photo.
- Added your summer job, journal membership, activities, and any accolades you received.
- Written a summary of your prior experience, relevant skills, and future goals.
- PROOFREAD! You cannot have typos in your LinkedIn profile, and your profile must be 100% factually accurate.

Note: During the recruiting season, it is NEVER appropriate to connect with a person with whom you have interviewed or will interview.

A Note about Grades

In evaluating which firms you want to bid for, keep in mind that GPA is just one - not the only - factor that firms consider in the recruiting process. Diversity, prior work experience, undergraduate/other graduate performance, geographic ties to the city, demonstrated interest in the firm (networking efforts, reception attendance, etc.) and more may influence a firm's holistic assessment of you as a candidate.

Chapter 5: Preparing for Interviews

In this chapter:

- Interview Types
 - Interview Attire
 - Interview Materials
 - Interview Preparation
 - Interview Questions: For Interviewee
 - Interview Questions: For Interviewer(s)
 - Interview Tips
 - Thank You Notes
-

Interview Types

The first step to succeeding in interviews is understanding the interview process. As a reminder, here is a brief overview of the summer recruiting interview process:

1. Screening Interviews

- 20-30 minutes
- 1 interviewer (usually an alum)
- Held at BU Law, hotel, or firm's office (for the 2020 OCI Recruitment Program, all interviews will be **virtual**)
- Goal = Identify qualified candidates to invite to callbacks

2. Callback Interviews

- 1-3 hours
- 4-6 back-to-back interviews (when not virtual, may possibly include lunch, coffee, etc.)
- Held at firm's office (for 2020 OCI, callbacks are likely to be virtual)
- Goal = Elicit information related to firm's hiring criteria

3. Offer

Interview Attire

Business attire (i.e., a suit) is recommended for all interviews. Please note these tips on business attire:

| | Do's | Don'ts |
|----------------------|--|--|
| Suits | <ul style="list-style-type: none"> • Business pant or skirt suit in a neutral solid color (navy, black, charcoal/gray) or thin pin-stripe | <ul style="list-style-type: none"> • Loud patterns or shiny materials • Short skirts • Tight pants or jackets |
| Shirts | <ul style="list-style-type: none"> • Pressed, solid, collared button-down shirt • High-necked shell • Solid colors, or simple, unobtrusive patterns | <ul style="list-style-type: none"> • Revealing neckline • Tight or clingy fabrics • Exotic prints or patterns |
| Ties | <ul style="list-style-type: none"> • Conservatively colored solid or patterned tie that coordinates with shirt | <ul style="list-style-type: none"> • Very bright tie or one with a loud pattern or motif |
| Socks | <ul style="list-style-type: none"> • Neutral, non-patterned hosiery • Dark socks | <ul style="list-style-type: none"> • Wild patterns or colors • Leggings under skirts |
| Shoes | <ul style="list-style-type: none"> • Shined business shoes • Closed-toed • Heels or formal flats • Neutral color and material | <ul style="list-style-type: none"> • Sneakers, sandals, athletic shoes, or casual loafers • High platforms or metal heels • Metallic leather • Open toes |
| Hair/Grooming | <ul style="list-style-type: none"> • Well-groomed hair • Light and simple makeup (if you elect to wear it) • Facial hair (if well-trimmed) | <ul style="list-style-type: none"> • Dramatic styling or colors • Visible body piercings (aside from earrings) • Dramatic makeup • Strong cologne or perfume |
| Accessories | <ul style="list-style-type: none"> • Tasteful watch • Small and simple jewelry • Business appropriate bag (shoulder bag, small tote or messenger bag) | <ul style="list-style-type: none"> • Big or distracting jewelry • Bright or loudly colored bags/briefcases • Athletic or logo bags • Backpacks • Very large or overstuffed bags |

Upgrading your business attire? Take advantage of discounts available with your BU ID, and don't hesitate to ask whether student discounts are available at retailers beyond those identified here:

- [Ann Taylor \(Prudential Center\)](#): 15% discount on full-price items in store
- [J. Crew](#): 15% discount on in-store purchases with college ID
- [LOFT \(Prudential Center\)](#): 15% off full-price in-store purchases with college ID

Remember that it is not necessary to purchase a new suit - 2L and 3L classmates, roommates, siblings, or others may have suits you can borrow or have tailored.

Interview Materials

With regard to virtual interviews, you should have the following materials close at hand:

- **Application Materials**
 - Copies of your resume, unofficial transcript, writing sample, and references.
 - You do not need to offer any materials that are not requested by interviewer/firm.
- **Padfolio**
 - Your padfolio will hold your application materials, as well as a paper and pen.
 - Do not take or refer to notes during interviews.

You should bring the following to any in-person interviews:

- **Application Materials**
 - Copies of your resume, unofficial transcript, writing sample, and references.
 - Do not proffer materials unless requested by interviewer/firm.
- **Padfolio**
 - Your padfolio will hold your application materials, as well as a paper and pen.
 - Do not take or refer to notes during interviews.
- **Emergency Supplies**
 - Breath mints
 - Comb/brush
 - Extra socks/hosiery
 - Deodorant

You should NOT bring the following to in-person interviews:

- **Large Bags**
 - Leave book bags and other large bags at home, in your locker, or with reception or the concierge.
- **Phones**
 - Try not to take your phone or other electronic devices to interviews. If you do take them into interviews, make sure they are OFF and stowed out of site.
- **Beverages**
 - Do not bring beverages into interviews.

Interview Preparation

Being prepared for your interview is key for your success for any job, including OCI and Off-Campus Recruitment Programs. You want to be comfortable describing your experiences and qualifications, and able to ask well-informed questions in a clear and concise way. You are NOT trying to memorize a script.

Follow these four steps to prepare for your interviews:

1. Research the employer and interviewer(s).
 - You want to be prepared to respond to "Why this firm?" with specific practice area, cultural, or other reasons. Chapter 3 covers research basics.
2. Review and think critically about your resume.
 - You should be able to comfortably discuss everything on your resume.
 - Review every entry on your resume, particularly those that are furthest in your past (and may not be fresh in your mind).
 - Reflect on these experiences and identify **concrete and specific** information and **examples** to illustrate your best, and most relevant, qualities and skills.
 - Identify common themes that run through your resume and use them to tell a story about who you are (this will become your "narrative").
 - Emphasize a cluster of traits that define you (i.e., hard-working, determined, curious) and frame your answers **using examples** in a way that supports your narrative (without being repetitive).
3. Anticipate responses and prepare questions.
 - The next two pages cover this step.
4. If you did not sign up for the Mock Interview Program, [schedule](#) a mock interview with a CDO advisor (on the phone or in person) and practice your answers. Practice is key! You should sound relaxed and confident and not overly rehearsed.

Interview Questions: For You

Here are some common interview questions and strategies for successfully answering these questions:

- "Tell me about yourself"
 - Your answer could be simply factual: "I'm a first generation college student and decided to go to law school because I've had great experiences with debate and mock trial. My first year went well, and I'm excited to learn more about litigation this summer."
 - Or, you could mix the facts with your selling points: "As a first generation college student, I appreciate that success requires hard work, planning, and diligence. I decided to go to law school because I enjoyed opportunities to practice my critical thinking and problem solving skills on-the-fly while participating in debate and mock trial as an undergraduate, and I think those same skills will serve me well as a litigator. After spending last summer interning with Judge Smith, I am even more certain that I'll spend my career as a litigator and I think your firm is a perfect place to do it, since so many of your cases go to trial."
 - In any event, you can think about your answer as having three parts: (1) what you are doing now; (2) what you've done in the past; and (3) what you hope to do in the future.
- Behavioral interview questions, such as "Tell me about a time when . . ." or "Please describe a situation where . . ."

- Because these questions are designed to elicit responses through which employers may evaluate specific skills, you should be prepared to answer questions that relate to those skills and competencies the employer desires. You can often determine the skills and competencies required by an employer by reading the posted job description or the employer’s hiring criteria or by talking to alumni or other contacts at the organization about their experiences and the employer’s expectations.
- “What made you interested in this firm?”
 - You could be purely factual: “I am impressed and intrigued by the firm's recent work in venture capital funds. It nicely complements my background in accounting and as an app developer.”
 - Or, you could mix the facts with your selling points: “I have always been interested in how businesses form and grow, and I have created and sold several apps myself. Through these experiences, I've learned that I have a gift for seeing opportunities in the gaps between existing services and working to fill them. My entrepreneurial background has given me an understanding of the issues that start-ups face, and how important it is to have strong capital backing to deal with them. I look forward to being able to do this for you.”

For more sample questions, see the [Interview Substance](#) page on the CDO website.

Interview Questions: For Interviewer(s)

Why questions for interviewer(s) are important. Interviewers judge students as much by the questions they ask as the answers they give. Specifically, interviewers assess students’ intelligence, passion, and interest in the practice and their firm based on the questions students ask them. Make sure to ask thoughtful questions that demonstrate the research you have done and your interest in the firm.

When to ask interviewer(s) questions. Many students will wait until asked “So, do you have any questions for me” before they ask questions. It is not necessary to wait for this invitation. Interviews are meant to be back-and-forth conversations. If the interviewer says something that intrigues you or suggests a follow-up question, ask it! Creating a real dialogue will make the interview more comfortable for everyone involved.

Types of questions to ask interviewer(s).

Ask questions that demonstrate your depth and breadth of knowledge about the firm, practice, or interviewer (i.e., partner v. associate).

- I read on your profile that you’re working on a merger in the biotech industry. That sounds really interesting. What is your role and how would a first year associate contribute to that work?
- (For a Partner): I read that several new attorneys recently joined your practice area. Do you envision continued growth in this practice area?
- (For an Associate): How does the associate experience differ from that of a summer associate?

Ask questions that will give insight into how work is distributed at the organization.

- How many cases are you currently working on?

- On an average day, is it common to alternate among cases?

Ask questions that will give you insight into the work itself.

- What were you working on before our interview?
- What is the most interesting case you are working on?

Ask questions that will get the interviewer talking.

- Why did you choose this firm/practice area?
- What do you like most about it?
- What do you find most challenging?

Types of questions NOT to ask in an interview. Do not ask questions that are answered on the firm's website or in its marketing materials. (i.e., questions about a firm's practice areas, office locations, size, training opportunities, specific job duties, mentoring programs, benefits and the like if the answers may be easily ascertained by doing some basic research).

Interview Tips

Grades and other credentials (i.e., journal, interesting professional experience) may get you a screening interview, but they are not enough to get you an offer.

You want to distinguish yourself from other applicants during the interview. Here are some tips for how to do so:

Identify what makes you unique and create an opportunity to talk about it.

Everybody has at least one thing about them that makes them unique. Your goal is to work it into the conversation so that the interviewer can remember your face and link it, if not immediately to your name, to your unique quality. Your unique characteristics do not have to be immediately relevant to the position. A student who is accomplished in martial arts could talk about how participating in martial arts instilled in her a great work ethic and discipline at an early age.

Articulate a specific reason for wanting to work with the firm.

Many students mistakenly believe that all firms are after the best candidates and care little about how candidates feel about them. To the contrary, firms want candidates who can articulate a thoughtful reason for wanting to work with them.

Use your research and be strategic about how you present yourself and your career goals.

For example, if a firm has a practice or type of client that is unique to the area or otherwise interesting, make reference to your interest in working on those types of issues or with those types of clients. For example, "I'm really interested in working for Hall & Dana because of all the work you do with REITs. I had the opportunity to work on a deal with a REIT last summer, and found the work fascinating."

Thank You Notes

Screening Interviews: Do not send thank you notes or emails after screening interviews.

Callback Interviews: Send a thank you note via email within 24 hours after callback interviews to the recruiting contact who organized your interview and a separate, tailored thank you note to each interviewer. Tailoring a thank you note means that you should specifically reference a topic of conversation from the interview to jog the interviewer's memory and reinforce the connection.

Here is a sample email thank you note for a callback:

Dear Ms. Marshall:

I am writing to thank you for taking the time to meet with me yesterday regarding your firm's summer associate program. I enjoyed learning more about the firm's varied practice areas and sophisticated work. I particularly enjoyed hearing about your recent amicus brief in the *Taylor* case. My visit to the firm confirmed my impression that Marshall, Bradlee & Loehmann offers both a challenging and collegial work environment, and I hope we will have the opportunity to work together this summer.

Please feel free to contact me if you need any further information. I look forward to hearing from you.

Yours truly,

Mark Harris

Please do not copy the sample email thank you note.

Chapter 6: Applying Beyond Boston

In this chapter:

- Applying to Law Firms Beyond Boston
 - Interested in New York, D.C., or San Francisco?
 - Introduction to Direct Applications
 - Identifying How to Submit Direct Applications
 - The End
-

Applying to Law Firms Beyond Boston

Do you want to be in private practice outside of Boston? BU Law 2Ls have a strong track record of securing summer positions at law firms outside of Boston. Click [here](#) to review CDO spreadsheets listing where the Classes of 2019, 2020 and 2021 spent their 2L summer.

Interested in New York, D.C., or San Francisco?

If you're interested in researching the New York, Washington, D.C. and/or San Francisco markets, the CDO has archived the following podcasts and additional materials, hosted by legal recruiters in each of these three markets. In addition to discussions about the respective markets, these podcasts also include useful advice from recruiters about contact with attorneys at firms, resume drafting, interviews and more. [Please note: Any mention in these podcasts to a specific Off-Campus Recruitment Program should be disregarded (as it has occurred in the past). The value of these podcasts is the advice about finding jobs and working in these markets.]

New York Podcast:

<https://drive.google.com/file/d/1rrBty7hSfEfigPOh4NISMztHWZ-gikYu/view?usp=sharing>

Washington DC Podcast:

<https://www.dropbox.com/s/6306mscjc1iqow/DC%20Market%20Video%20-%2020%20Tips%20on%20the%20DC%20Legal%20Market%20-%20Dan%20Binstock%20%282015%29.mp4?dl=0>

San Francisco Podcast:

https://drive.google.com/file/d/113gYutYt_NgXQBxCZJY9t-8RVJ1mqaeB/view?usp=sharing

Introduction to Direct Applications

Ever wonder how you apply to large law firms that do not participate in BU Law's OCI or Off-Campus Recruitment programs?

Direct Applications

Increase your odds at securing a summer associate position at a large law firm by applying to firms that do not participate in BU Law's OCI or Off-Campus Recruitment Programs. Look for additional law firms in the cities where BU Law hosts Off-Campus Recruitment Programs, but also in other metropolitan areas, such as Atlanta, Denver, Hartford, Houston, Portland, and Providence.

Think broadly about geography. Ask yourself:

- Where do I have geographic ties (family, prior work experience, education, etc.)?
- What cities have high qualities of life (cost of living, arts and cultural attractions, etc.)?
- What cities are home to the practice areas in which I am interested?

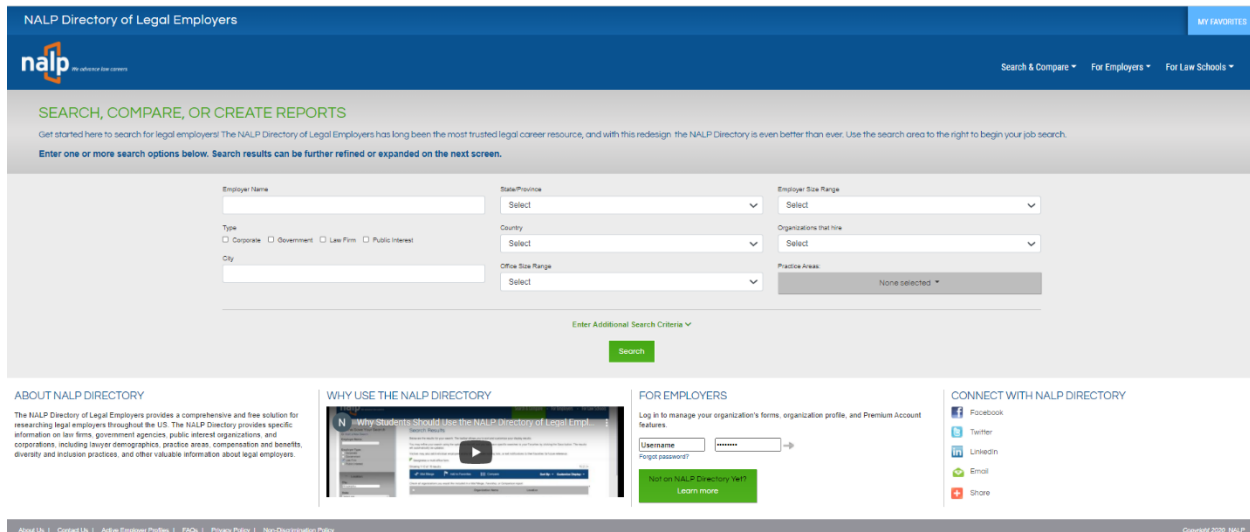
A Note on Timing

In the event that you are interested in applying to firms outside of Boston or to firms that will not be participating in OCI, it makes sense to submit your direct applications before the OCI-type programs take place. Therefore, we do recommend that you apply directly to these firms as soon as your materials are ready.

Please note: Due to the off-cycle COVID-19 recruiting season, some law firms that normally participate in OCI exclusively have started to interview 2L students outside of the OCI process. This early recruiting is not consistent across law firms. Most law firms have indicated that they are planning to participate in OCI to conduct interviews so they can consider candidates who have two semesters of reported grades. Students who wish to apply directly to law firms with one semester of grades may do so. However, all large law firms require that candidates submit transcripts showing strong academic performance along with their resume. Students should use their discretion in deciding whether to apply before fall grades for their 2L year have been released. For many, it may be more advantageous to apply after fall grades have been released, as 2L fall is an opportunity to improve upon grades earned in the fall of 1L.

Identifying How to Submit Direct Applications

Your starting place to identify law firms to which you can submit direct applications is the NALP Directory (www.nalpdirectory.com).



Once you are on the NALP Directory website:

- Run a search on the NALP Directory for the city in which you are interested. The results will be mostly large law firms that host summer associate programs.
- Cross-reference this list against the list of law firms participating in BU Law's OCI or Off-Campus Recruitment Programs.

Any law firms on the NALP list and not participating in BU Law's OCI or Off-Campus Recruitment Programs will be the law firms to which you should submit direct applications.

For example, if you ran a search on the NALP Directory for Houston.

Your search would identify Jackson Walker LLP, a law firm that does not participate in BU Law's OCI or Off-Campus Recruitment Programs.

Your next step would be to visit the Careers section of Jackson's website, and look for instructions on how to apply directly.



JW CAREERS

Lateral Attorneys

Law Students

Paralegals

Staff

A career with us is all about opportunity. The opportunity to build or expand your practice. The opportunity to find the right balance of work and play. The opportunity to be part of a firm where culture is more than just a buzzword. And, the opportunity to work with some of the brightest legal talent in the country.

At Jackson Walker, our clients are as diverse as our attorneys—*Fortune* 500 companies, major financial institutions, emerging businesses, and more—working with transactional lawyers and litigation experts in fields ranging from Aviation to Taxation. Our attorneys have the freedom to devote their legal expertise to the kinds of cases they want to work on.



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LAW STUDENTS

Careers Overview

Lateral Attorneys

Paralegals

Staff

On Campus Summer Program Compensation

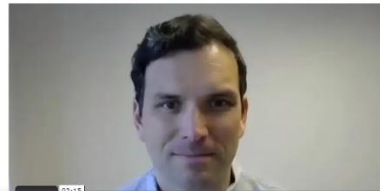
How to Apply

We believe in investing in our people right from the start, and many of our partners have spent their entire careers at the firm.

Jackson Walker maintains a strong partner-to-associate ratio and take pride in staffing clients' matters efficiently, so our associates have the opportunity to take on a great deal of responsibility early on in their career. Plus, our broad range of clients allows our associates to handle a wide variety of high-value work.

Jackson Walker is looking for candidates who demonstrate:

- Leadership capabilities



For Law Students and Entry-Level Attorneys

Current law students, please [CLICK HERE](#) to apply for a Summer Associate or entry-level position. We accept write-in applications from 1L students starting on November 1st and from 2L students who attend law schools that are not on our current on-campus recruiting schedule.

To reach a Recruiting Coordinator directly, contact:

- Austin and San Antonio – Cara Johnson
- Dallas and Fort Worth – Shannon Peeters
- Houston – Clarke Henderson

LLM students and current Judicial Clerks, please submit your application to Director of Associate Recruiting, Meghan Pier.

| On Campus | Summer Program | Compensation | Apply Here |
|--|----------------|--------------|------------|
| <p>2020 2L On Campus Interview Schedule</p> <ul style="list-style-type: none"> July 30 – Lavender Law Career Fair October 27 – Southeastern Minority Job Fair November 5 – Southwest Region National Black Law Students Association Job Fair TBD – Notre Dame Interview Program (Dallas) TBD – Southern Legal Interview Program (Dallas) TBD – Texas on Tour Interview Program (Dallas/Houston) TBD – Southern Methodist University TBD – University of Texas School of Law TBD – Washington University St. Louis (Dallas/Houston) TBD – Baylor University School of Law TBD – St. Mary's School of Law <p>We collect resumes at the following law schools' career services offices:</p> <ul style="list-style-type: none"> Duke University South Texas College of Law Texas Southern University Thurgood Marshall School of Law University of Chicago University of Houston School of Law University of Virginia Vanderbilt University <p><small>If we do not visit or collect resumes from your law school, please CLICK HERE to apply to us directly.</small></p> | | | |
| <p>NALP Forms</p> <p>NALP – The Association for Legal Career Professionals – is a nonprofit educational association established to meet the needs of all participants in the legal employment process. NALP's membership includes virtually every ABA-approved law school in the U.S., many Canadian law schools, and hundreds of legal employers from both the public and private sectors. Employers complete "NALP Forms" which provide a wealth of useful information to law students.</p> <p>View our NALP forms:</p> <ul style="list-style-type: none"> 2020 Austin NALP Form 2020 Dallas NALP Form 2020 Fort Worth NALP Form 2020 Houston NALP Form 2020 San Antonio NALP Form 2020 Firmwide NALP Form <p>More Information</p> <ul style="list-style-type: none"> Chambers Associate profile Vault Rankings | | | |

For Jackson Walker, you would click "Law Students" and "Click Here", at the very bottom of the Law Students page. You will be prompted to fill out an application and upload the required materials.

Each law firm will be slightly different (i.e., some law firms may ask for materials to be emailed to a recruiting contact), but large law firms generally provide clear instructions on their websites for how to apply directly.

The End

Congratulations on reaching the end of the OCI Guide! The CDO hopes this Guide has helped you navigate the large law firm recruiting process.

Having networked with large law firm attorneys, researched large law firms and practices areas, prepared strong application materials, and honed your interview skills, you are ready to put your best foot forward at OCI and Off-Campus Recruitment Programs.