

LIBERTY  
UNIVERSITY  
SCHOOL *of* LAW

*Career Handbook*



2015-2016

*Center for Career  
&  
Professional Development  
(CCPD)*

# CCPD Staff

2015-2016

Suzanne F. Caruso  
Associate Dean for Career & Professional Development  
[sfcaruso@liberty.edu](mailto:sfcaruso@liberty.edu)  
434-592-5300

Elizabeth J. Moreno  
Director of Career Services  
[ejmoreno@liberty.edu](mailto:ejmoreno@liberty.edu)  
434-592-5301

Zena M. King  
Administrative Program Assistant  
[ztoews@liberty.edu](mailto:ztoews@liberty.edu)  
434-592-6068



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# **Section I**

## **Introduction**

**The mission of CCPD** is to equip law students and alumni with tools and skills essential for career development, to cultivate a lifelong commitment to professionalism and community service, and to promote regional and national awareness of the law school's distinctive program of legal study.

CCPD offers one-on-one career counseling, career and professional development workshops, mock interviews, document review services, and access to a number of job search resources. We keep students informed about scholarships, stipends, and opportunities within the field of law.

In addition to career and professional development, our office provides assistance in building contacts within the legal community by hosting and participating in events geared towards fostering such relationships. Networking with successful professionals helps enhance the culture of Liberty University School of Law and also serves to promote the law school's exceptional program, its students, and alumni to the legal community.

The CCPD staff is available to help all students and alumni in their internships, externships, and permanent job searches and is continuously exploring ways to strengthen the department's resources. Additionally, students and alumni are invited to make suggestions to our staff regarding the expansion of subscriptions to online searches, contacts in a particular legal field, workshop topics, and resources.

While our staff members will be as helpful as possible in assisting individuals to procure internships, externships, and permanent employment, the ultimate responsibility for securing employment rests with the individual student. Looking for a job is time-consuming, but it is a necessary task; it is not a task that can be put off until the last year of law school. The job search skills that students acquire will be beneficial throughout their careers, and developing those skills is a key aspect of a legal education. The CCPD staff expects students and alumni to take a proactive role in their searches and encourages them to let CCPD know how they can help make those searches successful.

CCPD is open year-round on weekdays from 8:00 a.m. to 5:00 p.m. In keeping with the National Association for Law Placement (NALP) guidelines, CCPD does not offer career services to first-semester first-year law students prior to October 15<sup>th</sup>. All students must meet with CCPD's Director of Career Services to complete a Career Game Plan before they are given access to password-protected job resources/search sites.

### **CCPD Services:**

#### **1. Résumé and Cover Letter Reviews**

CCPD will gladly provide assistance by reviewing and editing professional documents. To have a document reviewed, email it to [lawcareer@liberty.edu](mailto:lawcareer@liberty.edu) or schedule an appointment to meet with a staff member. First-year law students are **required** to submit electronic copies and hardcopies of a cover letter and their résumé to CCPD for review during the fall semester. Revised versions are to be resubmitted before the end of that semester.

#### **2. Bi-weekly Updates**

Our office sends out bi-weekly emails, *CCPD This Week* and *Alumni Communiqué*, detailing information regarding job postings, internships, upcoming events, and new resources available to students and alumni.

#### **3. Job, Internship, and Externship Postings**

All announcements regarding jobs, internships, and externships received by CCPD are posted on the Symplicity network. Law students and alumni have unique login information to gain access to and peruse these announcements. Students and alumni are advised to verify that jobs announced on Symplicity are still available prior to applying.

#### **4. On-Campus Interview (OCI) Scheduling and Résumé Collect**

CCPD staff members are involved throughout the academic year in employer outreach initiatives in order to promote fall and spring OCI opportunities, invite recruiters to participate, and schedule them to conduct on-campus interviews. Some employers prefer résumé collection to on-campus visits. Students who wish to participate in Résumé Collects must bring the required materials to CCPD before the specified deadline.

## **5. Resource Room**

CCPD offers a wealth of knowledge in the resource room on topics regarding the various practice areas in the field of law, professional and career development, and job searching. Staff members encourage students to browse through the items of interest that are offered.

## **6. Networking**

CCPD staff members maintain professional contacts in each of the “Big Ten” (See section VI) areas of law. Oftentimes, students are able to contact members of CCPD’s network themselves to request informational interviews or information regarding internships and job openings.

## **7. Guest Speakers/ Informational Sessions**

CCPD invites guest speakers from various legal backgrounds to the campus to talk about their experiences as law students and legal professionals. Additionally, CCPD welcomes prospective employers who wish to set up informational tables for students to peruse.

## **8. Career Guidance**

Students are welcome to meet with staff members one-on-one as they explore their career paths and make plans for semester, summer, and post-graduation employment.

## **9. Job Fairs**

CCPD promotes and participates in annual events such as the Southeastern Minority Job Fair (SEMJF), The Tennessee Bar Association Diversity Job Fair, and the Hispanic National Bar Association Job Fair. It hosts the Liberty University School of Law Legal Career Fair, which takes place during the spring semester. Liberty law students are invited and urged to participate in these and similar type of events throughout the year.

## **10. Reciprocity**

Many law schools provide reasonable access to their career resources for students and graduates from other law schools that agree to provide similar services. Each law school has its own reciprocity requirements. If reciprocity is granted, students/graduates should be sure to read and honor the reciprocity policy of the host school. Be advised that law schools do have blackout dates during the fall semester. Blackout dates usually run from the beginning of August until December. Additionally, some law schools do charge a small fee for granting reciprocity.



## Programs:

### 1. 1Ls

CCPD follows the National Association for Law Placement (NALP) guidelines in regards to providing services to 1Ls. After October 15<sup>th</sup> each year, CCPD offers workshops on such topics as job searching strategies, networking, professional etiquette, and résumé and cover letter writing. The CCPD 1L Kickoff event officially invites the new entering class to proactively engage with their career service office. First-year law students are **required** to attend the Virginia State Bar workshop, “Professionalism for Law Students.”

### 2. 2Ls

CCPD offers workshops for 2Ls on topics such as networking, interviewing, and professionalism. Additionally, guidance and counsel regarding internship opportunities are available as well as cover letter and résumé review services.

### 3. 3Ls

CCPD offers a variety of programs for 3Ls, including networking events with attorneys and practice interviewing sessions. Guidance and counsel regarding internship opportunities are available, as well as cover letter and résumé review services.

### 4. Alumni

CCPD emails the *Alumni Communiqué* on a bi-weekly basis to law school graduates. This electronic newsletter includes recent job postings, events, and other information relevant to alumni. Referral service is available upon request pending receipt of professional contact information. Cover letter and résumé review services are also extended to alumni.

### 5. 1L Academic Requirements

As part of the Lawyering Skills I requirements, first-year students must submit both electronic copies and hardcopies of a cover letter and their résumé for CCPD review. Students are to incorporate editing recommendations and submit their revised versions to CCPD before the end of the fall semester.

The following **workshops** are **mandatory** for 1Ls:

- Virginia State Bar’s (VSB) Professionalism for Law Students
- Résumé and Cover Letter Writing
- Symplicity Skills
- Business Etiquette Luncheon

# **Section II**

# **Career Development**

# Résumé Preparation

## Developing your Résumé

Your résumé has two objectives: to catch a potential employer's attention and to prompt that employer to invite you to interview. Studies show that employers spend only six seconds per résumé for initial review. Accordingly, your résumé must be concise and must capture the reader's attention. Remember, the reviewer must quickly scan through dozens of résumés and will be looking for reasons to discard submissions. Here are a few tips to ensure that you are viewed as a good prospect.

### 1. Decide what format to use

- a. The format used most often is the reverse chronological format. This format lists your most recent education or experiences first. The reverse chronological best serves most law students. Surveys show that 70 percent of employers prefer the reverse chronological format.
- b. You also have the option of the functional résumé. This format organizes the background by skill categories that specify what you will bring to the job (e.g., "Negotiation" or "Contract Writing"). This format should include a reverse chronological list of employers and is best suited for those with significant prior experience and a gap in employment/educational history.

### 2. Decide how long to make your résumé

- a. Unless you have had extensive relevant career experience before law school, limit your résumé to one page.
- b. If you have experience that is relevant to the position you are seeking and the information cannot be compressed into a single page, you may use a two-page résumé. Be sure to fill the second page; a partially filled second page may be deemed inappropriate by employers because it may convey an unfinished appearance that does not look professional.

### 3. Decide what information should be on your résumé

- a. Contact information: Include your name, address, telephone number, and email address. Ensure that your email address and voicemail message are professional. Consider whether to use both your current address and home address (if they are different). If you are applying to an employer in your hometown, using your local address will establish your geographic connection.

- b. **Education:** Include law school, any other graduate work, and undergraduate degrees.
- **Honors and awards:** Do not include high school or non-academic achievements unless they are distinctive or particularly relevant, such as:
    - *cum laude, magna cum laude, summa cum laude*
    - Special scholarship or award
    - Membership in an honorary society
    - Participation in a scholarly writing or publication project
  - **Activities:** Include any leadership positions you held or other activities indicative of significant responsibility or transferable skills. Examples include:
    - Officer of a student group
    - Peer counselor
    - Member, Debate Team
    - Sports writer, Student newspaper
- c. **Experience:** Identify the practical skills you can bring to the organization. Volunteer work is appropriate to list under experiences. Include in narrative form the skills you used in each position. Do not use the personal pronoun “I.” Refer to current work in the present tense and previous work in the past tense, and use action verbs to create clear and engaging descriptions of your experience. Where feasible, include quantitative accomplishments such as “reduced department budget by 20% and achieved top departmental satisfaction rating for 2010.”
- d. **Skills/Interests:** Include these sections if space permits. Include only unusual skills (such as foreign language fluency or programming skills); do not include skills such as word processing or Westlaw proficiency. Consider how the interests you include reflect on you, and view this section as a conversation generator.

#### 4. Make sure the résumé is easy to read

- a. Use a standard font such as *Times New Roman, Arial, Verdana* or *Calibri* and choose a font size that’s easy to read. Most of your text should be in 12-point font, and nothing should be smaller than 10-point or larger than 14-point.
- b. Be judicious in your use of bold and italicized font and underlined texts. They may be necessary to emphasize aspects of your résumé, but overuse of such can be distracting and actually have the opposite result of what was initially intended.
- c. Be consistent. If your titles are in bold for one section, then the other sections should have titles in bold as well. Also, if you abbreviate Bachelor of Science to B.S., be sure to abbreviate Juris Doctor to J.D. Be consistent with formats for dates and locations as well.

## 5. Customize each résumé

- a. Be specific to the organization and job for which you are applying. Tailor your résumé to present the qualities and abilities that will best fit each particular position.
- b. Address the cover letter and package to the person who will be doing the hiring. Call the organization to obtain this person's name and title and make sure the spelling is correct. **Do not** address a cover letter "to whom it may concern," "hiring partner," or any similar variation.

### Always

1. Use white, ivory, or a light grey paper that is heavy and substantive (min. 20lb, preferably 24lb bond).
2. Attach a cover letter. Eighty-four percent of potential employers say a cover letter should always accompany a résumé.<sup>1</sup>
3. Keep a separate list of references, using the same paper as your résumé and cover letter.
4. Be consistent by using the same main header on your cover letter, résumé, and reference page.
5. Proofread all of the documents and have others proofread them as well.
6. Submit your résumé to CCPD for review and feedback. Résumés are usually returned within 48 hours.
7. Use only **Microsoft Word** for the digital copy of your résumé for review purposes. Submit final copy as a PDF file. If you email the résumé and cover letter, always send them as an attachment, not as the text of the email. (71 percent of organizations accept résumés by email, and 88 percent accept résumés by fax.<sup>1</sup>) Use the following format when saving and sending: "Smith, John M. - Résumé."
8. Continue to revise your résumé regularly to add updated information and content that is specific to a position for which you are applying. Your résumé is a work in progress.

### Do Not

1. Include an objective in your résumé. Your cover letter will identify your objective.
2. Include "References available on request." It wastes space and conveys nothing. If an employer requests references, create a separate page using the same header as your résumé.
3. Use bright, colored paper to print your résumé.
4. Misspell any words on your résumé or cover letter. Nothing will kill your prospects faster than a misspelled word, improper phrase, or poor grammar.
5. Email your résumé titled "Résumé."
6. Assume a résumé can be emailed. Follow the instructions given in the job posting.
7. Left justify.

<sup>1</sup>Results taken from a survey by Morris Associates, a D.C.-based outplacement firm. The survey was of 1,500 HR managers and executive recruiters on their résumé preferences.

**Sample: Format for students matriculating directly from undergraduate.**

**Francine Firstyear**

123 Beal Street • Lynchburg, VA 24502  
Home: (434) 123-4567 • Cell: (434) 987-8765  
francinefirstyear@liberty.edu

**EDUCATION**

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**Liberty University School of Law**, Lynchburg, Virginia

Juris Doctor, Anticipated May 2018

- Dean's Scholarship Recipient
- Westlaw Representative
- The Federalist Society Member
- Top 20% of Class

**Meriden College**, Meriden, Mississippi

Bachelor of Arts in Philosophy, *summa cum laude*, May 2015

- GPA: 3.65
- Alpha Delta Pi Sorority Member
- *Meriden College Today* Staff Writer

**EXPERIENCE**

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**Delta Hardwood Flooring Inc.**, Jackson, Mississippi

Floor Installer and Finisher, Summers 2012-2015

- Coordinated and conducted appointments for measurements and installation, set up and managed flooring installation, operated machinery, conducted quality control checks
- Exceeded quotas regularly and achieved top producing installer status in summers 2014 and 2015

**ASPM Inc.**, San Antonio, Texas

Customer Service Agent, May-September 2011

- Managed telephone and mail orders effectively
- Attended to customer complaints and identified solutions to issues concerning telecommunications equipment

**INTERESTS AND ACTIVITIES**

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L'Alliance Française, Member

Nicholas House Homeless Shelter, Volunteer Outer

Banks 2012 Marathon, Marathon Runner

## Sample: Format for second-career students

# Fernando Firstyear

1216 Vista View Lane  
Orlando, FL 33333

Home: 407-123-4567  
Cell: 904-987-6543

ffirstyear@liberty.edu

### EDUCATION:

*Liberty University School of Law, Lynchburg, VA*  
**Juris Doctor**, Expected May 2018  
Dean's Scholarship Recipient  
Street Law Volunteer  
Class Ranking: 1st in Class of 80

*University of North Florida, Jacksonville, FL*  
**Bachelor of Arts** (Major in Psychology, Minor in English), May 2005  
Golden Key Honor Society  
University Scholars Honor Society  
Dean's Key Recipient

### EXPERIENCE:

*Duval County Schools, Jacksonville, FL*  
**ESE Teacher**, August 2005 - June 2015  
Taught developmentally delayed kindergarten students. Prepared daily lesson plans and monthly learning guides for students. Conducted parent/teacher meetings. Generated reports to verify compliance with the Youth Development System. Received Teacher of the Year Award, 2008.

*Martin Services, Jacksonville, FL*  
**Substitute Teacher's Assistant**, February 2002 - May 2005  
Assisted teacher in Varying Exceptionalities setting. Implemented daily lesson plans in reading and writing and participated in parent/teacher conferences. Maintained student files.

*Cingular Wireless, Merritt Island, FL*  
**Sales Consultant**, January 1999 - January 2002  
Communicated the benefits of products, services, features, rate plans, and special offers to new and existing customers to retain and establish accounts.

### COMMUNITY ACTIVITIES:

*Jacksonville Youth Community, Jacksonville, FL*  
**Vice President of Membership** (2010-2015)  
**Chair of Spring Fling Fundraiser** (2006-2009)

*Fourth Street United Methodist Church, Jacksonville, FL*  
**Deacon** (2007-2015)

**SUSAN SECONDEAR**  
Current: 122 Cedar Hill Dr., Lynchburg, VA 24502  
Permanent: 564 Long Avenue, Miami, FL 35489  
(434) 777-7777  
sseconyear@liberty.edu

## **EDUCATION**

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### **Liberty University School of Law, Lynchburg, Virginia**

*Juris Doctor*, Anticipated May 2017

- Dean's Scholarship Recipient
- Moot Court Finalist, 2014 - 2015
- GPA: 3.46
- LIBERTY UNIVERSITY LAW REVIEW Editor-in-Chief
- Publications: Susan Seconyear, Note, *Lovell v. EPA: The Ambiguous Convergence of Due Process and Administrative Compliance Orders Under the Clean Water Act*, LIBERTY U. L. REV. (forthcoming 2015-2016 academic year)

### **University of Arkansas, Fayetteville, Arkansas**

*Bachelor of Science in Criminal Justice*, May 2014

- Minor: Sociology
- GPA: 3.5

## **EXPERIENCE**

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### **State Circuit Court for the Seventh District of Florida, Ft. Lauderdale, Florida**

*Internship*, The Honorable Ronald Rothschild, Summer 2015

- Performed legal research under the supervision of the judge's law clerks
- Observed court proceedings including trials, motions, and settlement conferences

### **Lynchburg Legal Aid Society, Lynchburg, Virginia**

*Externship*, September 2014 - April 2015

- Assisted with document and argument preparation for several cases in Lynchburg Juvenile and Domestic Relations District Court
- Carried out legal research and lent support with factual investigation
- Attended client meetings, hearings, and trials

### **Number One Law Firm, Ft. Lauderdale, Florida**

*Internship*, January 2013 - April 2014

- Drafted motions, affidavits, and memoranda for ongoing litigation
- Conducted client interviews

## **INTERESTS**

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- Reading and playing drums (percussion)
- Traveling abroad



# Theresa Thirdyear

158 Timberlake Rd., Lynchburg, VA 24502

tthirdyear@liberty.edu • (434) 888-8888

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## Education:

**Liberty University School of Law** Lynchburg, Virginia  
J.D., Concentration in Criminal Justice Anticipated May 2016

- Cumulative GPA: 3.13
- Director of Internal Relations, Moot Court Executive Board, 2014-2015
- Competitor, 2013 ADR Tournament
- Competitor, 2014 Herbert Wechsler National Criminal Law Moot Court Competition
- Symposium Editor, LIBERTY UNIVERSITY LAW REVIEW

**Liberty University** Lynchburg, Virginia  
B.S., Communications with Minor in Government, *magna cum laude* May 2013

- GPA: 3.85
- Specialized in Print Media
- Recipient, Dean's Award for Outstanding Publication, 2011
- Participant, Virginia Association of Communication Arts and Science Conference 2012, 2011

**EF International Language School** Paris, France  
Intensive Immersion Course June 2010

## Experience:

**Alice B. Stanley, Esq.** Lynchburg, Virginia  
Legal Intern Summer 2015

- Carried out legal research and lent support with drafting for business practice
- Performed initial client interviews incorporating lawyering skills training strategies while adhering to interviewing guidelines and observed court proceedings

**Southern Virginia Internet Crimes Against Children Taskforce and Bedford County Prosecutor's Office** Bedford, Virginia  
Legal Intern Fall 2014-Spring 2015

- Drafted legal memoranda for ICAC investigators on new statutes for administrative subpoena powers, spousal consent issues, and jurisdictional concerns with out-of-state Internet service providers
- Assisted with document and argument preparation for several cases in general district court

**Liberty Counsel** Lynchburg, Virginia  
Legal Intern Summer 2014

- Conducted legal research for a petition for writ of *certiorari* for the United States Supreme Court
- Drafted motions, affidavits, and memoranda for ongoing litigation and conducted client interviews
- Researched and drafted the complaint and brief for a case involving the Religious Land Use and Institutionalized Persons Act (RLUIPA) as it applied to a town's zoning ordinance in Pennsylvania

## Interests and Activities:

- Reading and hiking

## Cover Letter Tips

Never underestimate the importance of a good cover letter. You might have the best résumé ever created, but if your cover letter is sub-standard, the employer will never see it. Surveys show that 84 percent of legal employers believe a cover letter should accompany a résumé.<sup>1</sup> Here are some helpful hints for cover letter preparation.

- Use the same type and color of paper for the cover letter and résumé. White, slightly off-white, or ivory is professional and preferred.
- Use matching letterhead for your cover letter, résumé and, if required, reference page. It will give your documents a very professional and consistent appearance.
- 10-12 point font size is suggested with the use of a professional font style such as Times New Roman, Verdana or Calibri.
- Address your letter to a specific person, such as the hiring partner, a recruiting coordinator, or an attorney with whom you have a connection or to whom you have had an introduction. **DO NOT** address a letter “To whom it may concern.”
- Communicate that you have knowledge about the organization and the legal areas in which it specializes.
- Use professional language. Do not use contractions.
- Do not spend time or space describing writing samples or references. If prospective employers want these documents, they will request them.
- List any extensive writing experience or special applicable training.
- Describe how your gifts, talents, skills, and knowledge will fit the purpose of the organization. Your focus should be on how you are prepared to contribute to the employer and why your experience and education make you well suited to do so.
- Your cover letter should be in Microsoft Word format. Save it as follows: “Smith, John M. – Cover Letter”, not simply “Cover Letter.”
- In the last paragraph indicate that you will be contacting the employer soon to confirm receipt of the information and to set up a time to meet. Be sure to follow through.
- Thank the reader for his or her consideration.
- Do not repeat your contact information in the body of your cover letter, since this should already be noted in your main header.
- **DOUBLE-CHECK FOR SUBSTANCE, FORM, AND CARELESS MISTAKES**, then go back and check it again. Have someone else read it and check for grammar and spelling errors.

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<sup>1</sup> Survey by Morris Associates, a Washington, D.C.-based outplacement firm, conducted of over 1,500 HR managers and executive recruiters.

## CCPD Cover Letter Guide

### This Heading Should Match Your Résumé Heading

Month Day, Year

Contact Name

Contact Title

Firm Name

Firm Address

City, State Zip

Be sure the prefix,  
name, and title are  
correct.

Dear Contact:

The first paragraph states who you are and why you are writing. Immediately after introducing yourself, state the position that interests you. If you have been referred by someone, state that person's name in your introduction. Use one brief sentence to indicate how you and your skills can benefit this employer.

The second paragraph tells the employer why you are interested in this position and why the employer should pick *you*. Research the employer! What attracted you to this job? Be sincere. You can include the employer's mission statement, geographic location, reputation, etc. Tell the employer why you are the best candidate for this job without repeating the information on your résumé. The more research you do on an employer, the better you can tailor this information to meet the employer's needs and interests. Give specific examples of your skills. Indicate how this particular job will allow you to use the skills you developed in previous jobs. Note that it is not persuasive to state what you want from the position. So, for instance, express your interest in bringing your knowledge of healthcare to the practice rather than your hope to develop your experience in the area of healthcare litigation.

In your final paragraph, thank the reader for his or her time and state your action plan—your next steps. When and how do you plan on contacting the employer again? You may also wish to refer to your enclosures.

Sincerely,

Be sure to sign your  
letter! If unable to do so,  
type /s/ in front of your  
name. See sample cover  
letters that follow.

Type your name as it appears on your résumé.

## Francine Firstyear

123 Beal Street • Lynchburg, VA 24502

Home: (434) 123-4567 • Cell: (434) 987-8765

[francinefirstyear@liberty.edu](mailto:francinefirstyear@liberty.edu)

October 15, 2015

Ms. Barbara Jamison  
Attorney at Law  
Imaginary County Public Defender's Office  
1234 Main Street  
Imaginary, VA 22222

Dear Ms. Jamison:

I am a first-year student at Liberty University School of Law and am interested in the summer internship available in the Imaginary County Public Defender's Office. I have long been interested in working with people who are economically disadvantaged to ensure they receive just treatment and all of the resources to which they are entitled under our laws and constitution.

My experience working directly with customers has taught me how to respond to people in a wide variety of situations, and I am extremely interested in bringing my dedication and skills to the Public Defender's Office. Additionally, my first-year coursework has prepared me well to take on research and writing projects. Since beginning law school, I have successfully completed a mock client interview, an objective memorandum, and a summary judgment brief. I look forward to using these skills in a setting that will benefit clients with many different needs.

I would very much like to schedule a time to talk with you about the internship opportunity and how my background and strengths might meet the needs of the Public Defender's Office. I have attached my résumé for your review, and will follow up on this letter by telephone within the next couple of weeks. Thank you for your consideration.

Sincerely,

/s/ Francine Firstyear

Francine Firstyear

# Fernando Firstyear

1216 Vista View Lane  
Orlando, FL 33333

Home: 407-123-4567  
Cell: 904-987-6543

[ffirstyear@liberty.edu](mailto:ffirstyear@liberty.edu)

November 10, 2015

Peter Whitehead, Esq.  
Kinkaid & Rogers  
1852 Orange Ave.  
Orlando, FL 32801

Dear Mr. Whitehead:

Sarah Richardson suggested that I contact you. I am a first-year student at Liberty University School of Law, and I am writing to apply for a summer associate position with Kinkaid & Rogers.

My work as an ESE teacher in the Duval County School System prompted my decision to attend law school. As a teacher, I was committed to helping each of my students with not only their academic but also their social development. I soon became aware that students whose parents pressed for better support from the school system received more assistance and made better progress. My ultimate goal is to practice educational law so that I can aid students in receiving the best assistance available. Liberty's six-semester lawyering skills program has already given me the opportunity to conduct a client interview and prepare a summary judgment brief. The Kinkaid website and *Orlando Sentinel* stories describing the scope of the firm's practice and specific representations indicate that my background and legal training would be an asset in supporting the firm's mission. I would be delighted to bring my skills and experience to bear on behalf of the firm and its clients.

I have included my résumé for your review and I am eager to speak with you about a potential summer position. I will call your office within two weeks to inquire about setting up a meeting time. Thank you for your consideration.

Sincerely,

/s/ Fernando Firstyear

Fernando Firstyear

**SUSAN SECONDYEAR**  
Current: 122 Cedar Hill Dr., Lynchburg, VA 24502  
Permanent: 564 Long Avenue, Miami, FL 35489  
(434) 777-7777  
ssecondyear@liberty.edu

February 7, 2015

Charles R. Miller, Esq.  
Executive Vice President and General Counsel Best  
Insurance Company  
1562 Rudolph Way  
Roanoke, VA 32817

Dear Mr. Miller:

I am writing to submit my résumé and application to be considered for the position of Legal Intern, as advertised in the January 23, 2015 issue of the *Roanoke Announcer*. I am a second-year law student at Liberty University School of Law and expect to graduate in May of next year. Upon graduation, I hope to practice in the Roanoke area.

Both before and during law school, I have amassed a significant amount of legal experience. Interning for an attorney before I finished college convinced me that I am well-suited to practice law, and my experience as an extern for the Lynchburg Legal Aid Society confirmed that desire while exposing me to a variety of substantive practice areas. Serving as editor-in-chief of the Liberty University Law Review has offered me the opportunity not only to polish my research and writing skills but also to develop strong leadership skills. Through those experiences, I have determined that I can be most effective serving the broad needs of a single client, such as Best Insurance Company.

I have enclosed my résumé and transcript along with my law review case note *Insurance Law and Health Care Reform: Synergy or Catastrophe* for your review. I would welcome the opportunity to personally meet and discuss the Legal Intern position with you and how my strengths may match Best Insurance Company's needs. I will follow up with you in the next two weeks.

Thank you for your interest and time.

Sincerely,

*Susan Secondyear*

Susan Secondyear

## **Theresa Thirdyear**

158 Timberlake Rd., Lynchburg, VA 24502

tthirdyear@liberty.edu • (434) 888-8888

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February 9, 2016

Mr. John Smith  
Senior Partner  
Johnson, Smith and Jones LLP  
2468 First Street  
Lynchburg, Virginia 24503

Dear Mr. Smith:

In May 2016, I expect to graduate from Liberty University School of Law with the goal of entering the legal field immediately upon graduation. I am very excited to be applying for the position of Associate Attorney with Johnson, Smith and Jones LLP. I believe that the skills I have gained through my academic studies and the knowledge gleaned from my various work experiences will qualify me as the best candidate for this position.

Throughout my law school career, I have been instructed and participated in legal research. I have utilized legal research for papers, projects, studying for exams, and other assignments. I am well-versed in both LexisNexis and Westlaw research portals. As a legal intern at Liberty Counsel, the Bedford County Prosecutor's Office, and the various other legal organizations and firms, I regularly conducted and assisted with legal research and drafting, performed initial client interviews, drafted motions, affidavits, and memoranda for ongoing litigation, and had the opportunity to research and draft complaints and briefs for several cases. Through these various positions I have had the opportunity to develop and apply the skills I have learned in law school. I have a strong desire to serve people in our local community through the legal skills I have acquired, and I look forward to the opportunity to partner with your law firm.

I would greatly appreciate an opportunity to discuss the position of Associate Attorney with you and to discuss how my strengths might meet the needs of your office. I have included my résumé and writing sample for your review, along with some letters of recommendation. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

*Theresa Thirdyear*

Theresa Thirdyear

## Guidelines for Reference Lists and Letters of Recommendation

A potential employer may at some point request a reference list or letters of recommendation as a part of the application packet. Typically, it will be when the company/organization is seriously considering a potential employee. It's important to be prepared to provide these professional references who can attest to the skills and qualifications that you have for the job you are applying for. Here are some helpful hints to help prepare a professional reference list.

- When choosing the individuals who will serve as your references, consider including those who know about you and can discuss your work-related qualities.
- The following are some great examples of who can be used: past and present employers, faculty members, advisors, and coaches.
- Always make sure to ask permission to add someone as a reference in advance. Do not assume that someone will be comfortable providing a reference. Keep your references posted on how the application process is going. Also, provide some information on the position you are applying for and who they should expect a call from. Once you have been given permission to add someone as a reference, make sure to thank them.
- Not all employers require a list of references. A good rule of thumb is to only provide one when it has been requested by the employer.
- Your references should be listed on a separate page with the same type, color of paper, and letterhead as your résumé and cover letter to maintain consistency.
- If a number is given as to how many references the employer would like, try to provide one or two additional references, in the event that the employer is unable to reach some.
- If letters of recommendation are requested, make sure that your references address them to the appropriate person. Provide those writing the letters with the exact contact name and information of the designated recipient. Advise them to avoid using general phrases such as “to whom it may concern.”
- **DO NOT:**
  - List anyone that you know in a social capacity, such as family or friends.
  - Add someone who will not speak in positive terms or who does not know you well enough to provide a reference.



**Sample: Format for Professional Reference List**

# Fernando Firstyear

1216 Vista View Lane  
Orlando, FL 33333

Home: 407-123-4567  
Cell: 904-987-6543

ffirstyear@liberty.edu

## Professional References

**Professor Scott Thompson**

*Associate Professor of Law*  
*Director of The Center for Lawyering Skills*  
Liberty University School of Law  
1971 University Blvd.  
Lynchburg, VA 24502  
434-592-5384  
[sethompson@liberty.edu](mailto:sethompson@liberty.edu)

**Dean Matt Barber**

*Law Professor*  
Liberty University School of Law  
1971 University Blvd.  
Lynchburg, VA 24502  
434-592-5300  
[jmbarber@liberty.edu](mailto:jmbarber@liberty.edu)

**Marisol Campbell, Esq.**

*Associate Legal Director*  
Liberty Center for Law & Policy  
1015 Fifteenth Street NW, Suite 1100  
Washington, DC 20005  
202-289-1761  
[macampbell@liberty.edu](mailto:macampbell@liberty.edu)

**Dr. Samuel Elliot**

*Department Chair and Associate Professor of Government*  
University of Miami  
1115 Levante Avenue  
Coral Gables, Florida 33124  
305-284-2211  
[sam.elliott@um.edu](mailto:sam.elliott@um.edu)

## **Sample: Format for Professional Recommendation Letter**

September 17, 2015

Mr. John Smith  
Johnson, Smith and Jones LLP  
2468 First Street  
Lynchburg, Virginia 24503

Dear Mr. John Smith:

It is with great pleasure that I am recommending Ms. Theresa Thirdyear to you. I am the Senior Attorney for Alice B. Stanley Law Firm, and Ms. Thirdyear was under my supervision from May of 2015 to August of 2015 while serving as an intern.

Ms. Thirdyear would be a great asset to any firm or organization. She is one of the most capable and efficient interns that I have ever had. She also has a great drive and passion for her work, which she takes tremendous pride in.

Ms. Thirdyear is highly reliable and organized. She is able to transition easily from one assignment to another and works well on projects with minimal supervision. Soon after joining our firm, she was already proving to be of tremendous value to our office. It normally takes new interns a few weeks to acclimate themselves to the daily demands and high gear tempo of our work environment, whereas Ms. Thirdyear seamlessly assimilated and adjusted.

Ms. Thirdyear's drive has led her to the successful completion of her summer internship with our firm. She has been nothing short of an exemplary intern, and having her as part of our team was of tremendous benefit to Alice B. Stanley Law Firm. It is without hesitation that I recommend her.

If you have any further questions, feel free to contact me at (888) 888-8888, and I'll be happy to answer any questions you have.

Sincerely,

*Alice B. Stanley, Esq.*

Alice B. Stanley, Esq.  
Senior Attorney at Law

## Guidelines for Emails

- When emailing a résumé or cover letter:
  - Be sure the subject line reflects the job number or title, which should be listed in the job posting.
  - If someone referred you to a firm and advised you to email your résumé, use the referral's name in the subject line to catch immediate attention, e.g.,  
    <Referred by John Smith, Smith and Smith, PC>
- If you have no referral or job number, you should probably not email a résumé but send it by mail instead; however, if you must use email, list your name and school in the subject line, i.e.,  
    <John Smith, 2L at Liberty University School of Law>

## Guidelines for Writing Samples

- Acceptable writing samples include the traditional brief, memorandum, a persuasive letter written to opposing counsel, or other types of materials/assignments that highlight your persuasive and analytical writing skills. Recruiters welcome "real-world" legal writing samples.
- When a firm requests a writing sample, but does not specify a length:
  - Unless a firm has a specific rule, submit the entire sample. CCPD suggests a complete document in the range of 10-20 pages, because that gives the firm plenty to review (without being overwhelming) and does not raise the question of what has been omitted.
  - If you have a monster brief or law review article, and it seems imperative to shorten it, choose a section that includes both narrative (to show 'storytelling' ability) and legal analysis/logic. Prepare a cover page that clearly identifies it as an excerpt from a much longer document. It is appropriate to state, "The full document is available upon request."
  - See more suggestions for submitting the best writing sample at <http://www.bcgsearch.com/article/60660/Writing-Samples-Top-12-Frequently-Asked-Questions/>

## Résumé Action Verb List

### Communicative

addressed  
arbitrated  
arranged  
authored  
briefed  
communicated  
composed  
conferred  
confronted  
contacted

convinced  
corresponded  
delivered  
described  
developed  
directed  
documented  
drafted  
dramatized  
edited

encouraged  
enlisted  
explained  
expressed  
formulated  
influenced  
informed  
interpreted  
interviewed  
lectured

marketed  
mediated  
moderated  
motivated  
narrated  
negotiated  
persuaded  
presented  
promoted  
publicized

reconciled  
recruited  
reported  
spoke  
stressed  
summarized  
translated  
wrote

### Creative

acted  
composed  
conceived  
conceptualized  
conducted  
constructed  
created  
derived

designed  
developed  
directed  
drafted  
established  
fashioned  
founded  
illustrated

imagined  
improvised  
innovated  
instituted  
integrated  
introduced  
invented  
originated

participated  
performed  
planned  
proposed  
redesigned  
revitalized  
shaped  
sketched

sparked  
started  
strategized  
transformed  
visualized

### Financial

accounted for  
added  
adjusted  
administered  
allocated  
analyzed  
appraised

audited  
balanced  
budgeted  
calculated  
computed  
controlled  
developed

doubled  
earned  
eliminated  
estimated  
financed  
forecasted  
gained

halved  
managed  
marketed  
monitored  
planned  
procured  
projected

purchased  
reconciled  
researched  
sold

### Helping

advised  
advocated  
assessed  
assisted  
changed  
clarified

coached  
counseled  
demonstrated  
diagnosed  
educated  
effected

enabled  
encouraged  
ensured  
evaluated  
expedited  
facilitated

familiarized  
fostered  
guided  
observed  
provided  
referred

rehabilitated  
represented  
served  
serviced  
strengthened  
supported

### Management

administered  
administrated  
advanced  
analyzed  
appointed  
approved  
assigned  
assumed  
attained

changed  
chaired  
conferred  
confronted  
consolidated  
consulted  
contracted  
delegated  
designated

determined  
developed  
directed  
dispensed  
evaluated  
executed  
exhibited  
formulated  
handled

led  
managed  
organized  
oversaw  
planned  
prioritized  
produced  
proposed  
recommended

recruited  
regulated  
reviewed  
scheduled  
staffed  
supervised  
unified  
utilized

## Organizational

administrated  
approved  
arranged  
catalogued  
changed  
classified  
collected  
compiled  
consolidated

decided  
delivered  
dispatched  
distributed  
edited  
eliminated  
enlisted  
executed  
expedited

generated  
implemented  
inspected  
monitored  
operated  
organized  
pinpointed  
prepared  
processed

purchased  
recorded  
reorganized  
restructured  
revamped  
revised  
retrieved  
scheduled  
screened

specified  
staffed  
streamlined  
systematized  
tabulated  
transferred  
trimmed  
updated  
validated

## Research

acquired  
analyzed  
broadened  
calculated  
clarified  
collected  
compared  
conducted

critiqued  
diagnosed  
designed  
determined  
distinguished  
diversified  
estimated  
evaluated

examined  
extracted  
formulated  
identified  
inspected  
interpreted  
interviewed  
investigated

located  
measured  
modified  
organized  
pinpointed  
predicted  
processed  
researched

retrieved  
reviewed  
summarized  
surveyed  
systematized  
uncovered  
verified

## Results

achieved  
accelerated  
accomplished  
added  
advanced  
attained  
awarded  
broadened

changed  
completed  
contributed  
decreased  
doubled  
eliminated  
enlarged  
established

expanded  
gained  
halved  
improved  
increased  
initiated  
introduced  
launched

pioneered  
raised  
realized  
recognized as  
reduced  
resolved  
reversed  
selected as

solidified  
strengthened  
succeeded  
trimmed  
widened  
won

## Teaching

accepted  
adapted  
advised  
analyzed  
applied  
appraised  
aroused  
asked  
assessed  
assigned  
attended  
calmed  
categorized  
challenged  
chose  
clarified  
coached  
commanded  
communicated  
complimented

confronted  
considered  
cooperated  
coordinated  
corrects  
defined  
demonstrated  
designed  
developed  
directed  
disciplined  
displayed  
doubted  
effected  
elaborated  
elicited  
emphasized  
enabled  
encouraged  
evaluated

excited  
explained  
explored  
facilitated  
focused  
generated  
guided  
hypothesized  
identified  
implemented  
incorporated  
indicated  
indoctrinated  
inferred  
informed  
initiated  
inquired  
instructed  
interested  
integrated

investigated  
judged  
led  
linked  
listened  
mentored  
modeled  
modified  
motivated  
observed  
organized  
persuaded  
pondered  
postulated  
praised  
provoked  
questioned  
reinforced  
rephrased  
rewarded

set  
simplified  
solicited  
speculated  
stated  
stimulated  
structured  
synthesized  
systematized  
taught  
told  
thanked  
theorized  
trained  
tutored

## Technical

analyzed  
assembled  
audited  
automated  
built  
calculated

converted  
designed  
devised  
documented  
edited  
enabled

fabricated  
identified  
implemented  
installed  
maintained  
measured

programmed  
remodeled  
repaired  
researched  
restored  
serviced

stretched  
tested  
trained  
upgraded  
enhanced  
engineered

## **Sample Interview Questions:**

Can you tell me something about yourself?

Why are you interested in this particular position?

How would you approach the first 90 days on the job?

Why did you decide to interview for this position?

Are your strengths more in drafting or in substantive review of documents?

What work environment allows you to function best?

When were you most satisfied in your job?

Tell me about your most challenging assignment.

Where do you see yourself in five years?

How do you determine to whom you should look for instruction/information on the business side?

How do you deal with conflict?

How would you describe your work style?

What is your greatest weakness?

What are your strengths?

Tell me about a mentor who made a difference in your life.

Who's your role model?

What did you like least about your most recent job?

What's the most difficult decision you've made in the last two years?

Why did you choose Liberty University School of Law?

What is your favorite/least favorite class and why?

**Note: For comprehensive information on interviewing, be sure to read CCPD's *Interviewing Survival Guide*. (Copies are available in the CCPD resource room.)**

# **Section III**

## **Professional Development**

## Professional Development

A primary goal of the **Center for Career & Professional Development (CCPD)** is to teach you the significance of professional values now and throughout your career. Whether you are applying for a judicial clerkship, a prestigious summer associate position, or an internship with a non-profit, your professional demeanor—that is, how you present yourself to your employers and to the public—is imperative. In addition, CCPD is dedicated to helping you understand the importance of pro bono service and taking personal responsibility for your actions, legal career, and professional goals.

One of the programs CCPD sponsors is the **Virginia State Bar’s “Professionalism for Law Students.”** The guest speakers/presenters comprise the best of the best in Virginia—lawyers and judges who epitomize professional values in the workplace. Through this and other programs, you will hear legal professionals give concrete examples of how they face challenges in their careers every day. You will also be given opportunity to work through hypothetical legal issues during the small group interactive sessions.

**Street Law, Inc. ®** is a student-run organization that provides an opportunity for the youth in the local community to understand the law and how to navigate through our law-saturated society. First-year law students are invited to attend a Street Law program during their first semester and watch 2L and 3L students teach youth from either the Opportunity House or the Juvenile Detention Center. After their first semester, 1L students are encouraged to contact the Street Law student leaders to learn how to become directly involved.

**Court Appointed Special Advocates (CASA)** of Central Virginia organizes volunteers who are appointed by judges to watch over and advocate for abused and neglected children to ensure that their individual legal needs are met. The volunteers stay with each child until his or her case closes, and the child is placed in a safe, permanent home. CASA volunteers have helped more than two million abused children since the first program was established in 1977.

To learn more about pro bono or community service opportunities, please contact **CCPD** or the current student representative of the **Virginia State Bar’s Community Service Program.**

We encourage you to get involved in the community, whether you do so through volunteer organizations, pro bono opportunities, or church.



## CCPD Student Code of Conduct

**When requesting an appointment with our staff:** Please provide 2 to 3 date and time options to facilitate scheduling.

**When cancelling appointments:** Notify CCPD if you should need to cancel an appointment due to an unforeseen matter, and offer a reason for the cancellation. Be mindful of the staff member's time; it is a matter of professionalism.

**When not showing up to an appointment or an event:** Send a letter of apology to the respective staff member if, without advance notification, you fail to show up for an appointment or an event you committed to attend.

**When arriving for an on-campus appointment:** Plan to arrive a few minutes early for your appointment, and check in at the main desk in the CCPD suite.

**When applying for positions:** Follow specified directions when applying for a position. Oftentimes, firms only want application materials that arrive through career service offices. If a job posting directs you to contact someone in CCPD for more information, please follow directions and do not personally contact the firm.

**When replying to CCPD staff/employers' emails:** Always use Mr. or Ms. and the last name of the person you are emailing. Do not use first names. Make sure you are proper and professional in your writing.

**When submitting a résumé or cover letter for review:** Submit your documents as early as possible to provide adequate turnaround time for review. It is good practice to anticipate and plan for the unexpected or unforeseen possible delays. Inform us about deadlines, and allow at least 48 hours for your professional documents to be reviewed by CCPD staff.

**When sending your application materials to employers:** Submit application documents to CCPD for review prior to sending your materials. Schedule allowing, make an appointment and meet with CCPD staff member to review your résumé and cover letter.

## Etiquette Guidelines

Etiquette is all about making others around you feel comfortable and at ease. Rules and social norms allow people to feel more comfortable because they can know what to expect of others' behavior. Thus, etiquette was created, and although some rules for manners have changed throughout the years, there are some steadfast rules that still apply to the world today. The law field values professional etiquette more so than most other professions, so as law students and future lawyers, it is important for you to understand how to conduct yourself in a number of different settings. Here are a few general ideas to keep in mind when it comes to etiquette:

1. **First and foremost, everyone is important.** You will want to show professionalism by treating everyone with respect regardless of their status/position.
2. **Do not waste people's time.** Taking other people's time into consideration is always a sign of good, professional etiquette. This includes your client's billable hours and your supervising attorney's time.
3. **Be reliable.** You want people to know that you are consistent and trustworthy. Make sure your clients and employers know they can depend on you.
4. **Be positive.** In a world where sarcasm and cynicism abound, it's always a pleasant surprise to encounter someone upbeat. Your attitude should always be pleasant and professional. You want to avoid having a sarcastic and negative attitude.

**Note: For comprehensive information on etiquette, be sure to read CCPD's *Etiquette Handbook*.**  
(Copies are available in the CCPD Resource Room.)

# **Section IV**

## **Yearly Task Sheets**

## Yearly Task Sheets

Different types of legal employers hire at different times. The timetables that follow give you some general information. These timelines are not carved in stone, however, and hiring practices can vary, even from employer to employer within the same category. It is important that you recognize and research the hiring practices of the type of employer you are interested in. For example, most public interest organizations hire in the spring, as do many small firms and local and state government. Also, many employers in those categories do not hire graduates until after the results of the bar exam are known, beginning in early September.

Most large firms hire in the fall for the following summer, and most federal judges use OSCAR (<https://oscar.symlicity.com/>) to post available opportunities and deadlines as early as September the year before the position is to begin. However, be aware that there are judges and federal magistrates who hire permanent law clerks with J.D.s, and these openings are advertised only when there are vacancies. Understanding these hiring variations will help to alleviate stress you may feel when others seem to be finding employment.

## Liberty University School of Law: 1L Calendar

Action Items	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Attend CCPD Game Plan Meeting</b>												
<b>Create and Review Job Search Documents (Résumé, Cover Letter, Writing Sample, References)</b>												
<b>Develop a Network of Contacts with Professors, Bar Associations, and other Legal Professionals/ Schedule Informational Interviews</b>												
<b>Check Symplicity for Part-Time and Summer Jobs</b>												
<b>Apply for Summer Jobs</b>												
<b>Participate in Mock Interviews</b>												
<b>Update Résumé, Cover Letter, References, and Writing Sample to Reflect Experience (1L and Summer)</b>												
<b>Apply for Summer Associate Programs with Large Firms to be considered for summer following completion of 2L year</b>												

## Liberty University School of Law: 2L Calendar

Action Items	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Continue Networking/ Schedule and Participate in Informational Interviews</b>												
<b>Apply to Large Firms for Summer Positions*</b>												
<b>Apply for Department of Justice Summer Honors Program</b>												
<b>Apply to Small/Mid-Size Firms for Summer Positions</b>												
<b>Work in Legal/Law-Related Positions (Internships/ Externships)</b>												
<b>Research Post-Graduation Fellowship</b>												
<b>Update Résumé, Cover Letter, References and Writing Sample to Reflect Experience (2L and Summer)</b>												
<b>Use OSCAR to begin researching Judicial Clerkships</b>												

\*Note that you must begin this activity early in August to ensure that you do not miss large firms' hiring periods. Do not wait until September.

## Liberty University School of Law: 3L Calendar

Action Items	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
<b>Apply to Department of Justice Entry-Level Attorney Programs</b>													
<b>Use OSCAR to research and apply for Judicial Clerkships</b>													
<b>Apply to Large Firms*</b>													
<b>Confirm Bar Application and Review Courses</b>													
<b>Apply for Post-Graduation Fellowships</b>													
<b>Continue Networking/ Join Bar Associations</b>													
<b>Meet with CCPD to plan Post-Graduation Job Search</b>													
<b>Ask CCPD to request Reciprocity from other geographic area Law Schools to obtain CSO/ Symplicity privileges if relocating post-graduation</b>													
<b>Apply to Small/Mid-Size Firms</b>													
<b>Apply to Legal, Law Clerk, and Law Related/ Policy Government Positions</b>													
<b>Update Employment and Personal Contact Information with CCPD</b>													

\*Note that you must begin this activity early August to ensure that you do not miss large firms hiring periods. Do not wait until September.

## **Section V**

# **After Graduation/Alumni Services**



## Alumni Services

Liberty University School of Law alumni are the school's most valuable asset. Alumni pave job paths and forge future opportunities for students. Liberty Law graduates set the standard and reputation by which the school and its students will be known. Our staff, the services we offer, and CCPD resources are always available to Liberty Law alumni, ensuring a place to turn to during post-graduation transitions and career changes.

In order to keep in touch with alumni and continue strengthening relationships, CCPD provides the following services:

- Résumé and cover letter reviews
- Mock phone or face-to-face interviews
- Career guidance and coaching
- Bi-weekly electronic newsletter communications by way of the “*Alumni Communiqué*” via email (job postings, fellowship and career opportunity announcements, and notifications about forthcoming teleconferences and events of interest to alumni are featured)
- Alumni visits and networking gatherings when traveling in their geographic regions
- Alumni relations outreach welcoming continued involvement with the law school as special event guests and law school function speakers
- Post-graduation employment and salary data collection for NALP and ABA annual statistic reporting (each January, members of the most-recently graduated class will be asked to provide employment information that CCPD uses for internal data-tracking purposes and to report to NALP and the ABA for national statistics. No identifying information accompanies the data that is released. NALP publishes the latest job trend data for the benefit of legal employers, law schools, and law students)

# **Section VI**

## **Big Ten Practice Fields**

## CORPORATE

Corporate law involves handling a wide range of legal issues for businesses. These issues can include acquisitions, mergers, contracts, employment and labor regulations, intellectual property, and government stipulations. Lawyers who specialize in corporate law must be well versed in all of these actions.

There are two types of corporate lawyers:

- Those who work for a firm and have corporate clients
- Those who work for a corporation as part of their in-house Counsel

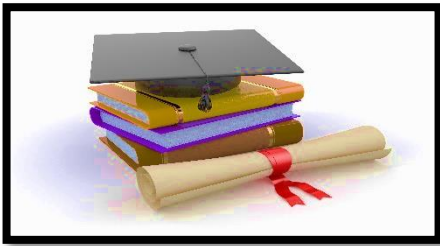


Regardless of the path you choose, no day will ever be the same in this field.

Before entering the corporate law field, you will want to build experience by working with a firm that had a corporate law department. It is recommended that you gain as much experience as possible with all aspects of the law before applying for a corporation's in-house counsel position.

Another great starting point is to work with a government organization that sets guidelines for business practices, such as the U.S. Securities and Exchange Commission. Having first-hand knowledge of how these organizations work will give you an added advantage when applying for this type of position.

## EDUCATION



Do you have a great idea on how to update the public school system to better educate students? Do you have a passion for children’s education? If so, you may want to consider a career in education law. Lawyers can serve on the school board in their local area or contend for the position of superintendent. There are also a number of administrative

positions available on the federal and state levels that would allow you to be a part of the decision-making process for public schools. There are also a number of national and state organizations whose sole purpose is to refine the education process. For instance, the Education Law Center in Pennsylvania is a “private, not-for-profit public interest law firm that advocates for the rights of public school students.”

Not all parents, however, want their children in the public education system. The Home School Legal Defense Association advocates the rights of parents to choose how their children are educated. Private school is another alternative education option for children, but not all parents can afford it. Lawyers can make a difference in the education field by helping provide access to education without monetary or moral strain.

John Schilling, Chief Operating Officer at the American Federation for Children in Washington, D.C., said, “The education crisis in America hit low-income families, African-Americans, and Hispanic-Americans the hardest. We believe that the best way to improve education is to put parents in charge. When parents are given the option to use their tax dollars and choose the best schools for their children – public or private – education in America will improve. Today, more than 171,000 children benefit from private school choice programs across the country. Studies have repeatedly demonstrated that educational freedom has positive, transformational impact on families, schools, and communities.”

## GOVERNMENT



If you are looking for a career that offers you the opportunity to serve the public and spend time with your friends and family, then you might consider a career as a government attorney. You can generally count on steady work hours, excellent benefits, and rewarding work. What you cannot expect to garner – at least in the beginning- is high remuneration. Many lawyers, however, assert that the trade-off is well worth the initial sacrifice.

They say it's hard to surpass the satisfaction that comes from serving the public, the security of holding a government position, the ability to transition smoothly and effectively into a successful political career or thriving private practice, and the ability to provide for and spend time with their families.

As with all careers, to thoroughly enjoy your work, you need to be drawn to it. Look closely at the mission of the agency and the daily job requirements. Does the position appear to be a good fit for you? If possible, shadow an attorney who does the kind of work you are considering. If you wish to work for the federal government, contact the specific agencies directly (there are certain agencies that hire attorneys).

The entry level for a new attorney who has passed a state bar but who does not have legal experience is typically GS-9. If you prefer to work at the state or local level, visit each agency's website to find out what jobs are available, what skills and experience are required, and how to apply. The National League of Cities and the National Association of Counties are excellent resources for local government positions. PSJD, USAJobs, and FindLaw are excellent resources for all three levels of government. Remember that it is important to network as well as check newspapers for local and state positions available.

Research, pray, and ask questions. Once you have determined an area of law that you have an interest in, a propensity for, and are studying – keep doing research in that area on an independent basis along with your coursework. This will provide material to discuss at conferences and events sponsored by the regulatory body that governs that area of law.

Additionally, bar associations provide subject matter networking events. Talk to attorneys working for government agencies to learn what would be expected of you. Make it clear in your application and cover letter that you are passionate about working for that particular agency.

## INTERNATIONAL LAW

The field of international law is growing exponentially. As businesses and countries become more globalized, the need for individuals to work in this field increases. The best way to succeed in this field is to have a well-grounded legal knowledge.

Your first job should be in a U.S. firm where you can develop your legal skills. It is important, however, during the first few years of employment, to show an interest in international affairs, in order for this to be noticed by your future employers when seeking an international law position.



There are two main types of international law:

**Inbound** - refers to attorneys representing foreign clients investing or doing business in the U.S.

**Outbound** - refers to attorneys representing U.S. clients in foreign activity.

An issue that many international lawyers deal with is the temptation to advise clients on foreign law. U.S. lawyers in this field have to remember to only practice and advise U.S. law, not the law in the country they may happen to be located in or dealing with at the time.

The development of the Internet has allowed international law to be practiced from the U.S. almost entirely. Those interested in international law are not required to spend much time overseas. Of course, if you are interested in working overseas, there are still plenty of jobs available that do require international relocation. The choice is yours.

## JUDICIARY

Do you count independence, impartiality, and fairness among your qualities? Does the idea of enforcing civil and criminal laws, maintaining the rule of law, and issuing decisions to protect and uphold the Constitution appeal to you? If so, perhaps you should consider setting a career goal of obtaining a position as a judge.



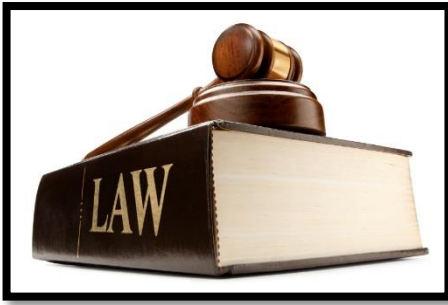
Judges serve at all levels of courts, from traffic and municipal courts, up to the Supreme Court. The path to becoming a judge varies by jurisdiction and by court, but three basic routes exist:

- Appointment
- Election by legislature
- Election by popular vote

You might be surprised to learn that some judicial positions (primarily administrative judges and judges of limited jurisdiction) do not require a law degree. Most do, however, and substantial legal experience is a de facto requirement for appointment or election. How much experience is considered enough will vary greatly. A few years (or less) may be sufficient for state lower court positions, particularly in smaller metropolitan areas, but those seeking state appellate or federal judgeships typically have substantially more experience, often more than a decade. Law students are often curious about what kind of practice would best prepare them for judicial candidacy. Although there is no single path, the most common route is government service, and frequently judges with particular substantive jurisdiction are selected or elected based upon a good match between their practice background and the judicial position's jurisdiction. Whether elected or appointed, successful judicial candidates must have a strong network of supporters willing to vouch for their abilities. Appointed judges tend to have political connections or affiliations that set them in the roster for consideration, and elected judges tend to have strong professional and community activities that have placed them in the public eye. To become a judge, grow your substantive knowledge and your network.

One of the best ways to enter the practice of law is to serve as a judicial clerk. Clerking for a judge, whether at a trial or appellate level, offers a unique insight into how the law operates and provides clerks with an opportunity to determine what kind of practice might be most interesting to them. Responsibilities vary based upon the court and judge in question and generally include reviewing pleadings and briefing the judge, researching issues, and perhaps drafting a preliminary opinion that the judge will edit. Clerks may also have the opportunity to sit in on hearings and meetings in chambers. A judge will often share tips about how lawyers succeed in practice and may become a lifelong mentor for his or her clerks. Judicial clerkships are an ideal launching pad for a career in litigation. This will offer tremendous skills enhancement opportunities, particularly in research and writing.

## LAW FIRMS



According to current estimates, approximately 75 percent of lawyers work in law firms. The largest firms are often considered the most elite, producing the highest profits per partner and commanding high billing rates. Lawyers' practices tend to be sophisticated, and associates at large firms can expect minimum billable hour requirements of 2000-2300 hours. Only 1 percent of lawyers practice in firms that employ over 100 lawyers; 70 percent practice in

firms of 10 or fewer lawyers, and 48 percent of practicing attorneys are sole practitioners. Smaller firms run the gamut from highly sophisticated "boutiques" that focus on a single area of practice to high-volume, relatively repetitive work. Workloads and salaries also vary and are generally lower in smaller firms.

Business development, the art of bringing in new clients and new billable work, is a critical task for lawyers at firms of any size. If you choose private practice, you must develop this competency.

Look for opportunities to submit your résumé to firms through CCPD, and research the firms in your geographic area of interest to find opportunities for the practice you would like to develop.

Law firms are generally receptive to unsolicited résumés, though competition is currently fierce for associate positions. Making personal contacts with firm lawyers through bar association and pro bono work activities can help you get your foot in the door. The economic challenges of the recent years have had a significant impact on law firms, as clients' businesses have slowed or failed and the demand for legal counsel has decreased. Large firms have suffered the most dramatic impact, laying off over 5,000 lawyers since January 1, 2008. As jobs at large firms become scarce, competition has increased for positions at smaller firms.

You can take several steps to improve your odds of finding law firm employment:

- Make personal connections where you'll find out about positions earlier
- Start your search early and be persistent with follow up. Most large firms begin their summer associate recruiting process the preceding summer
- Keep in mind that the majority of large firms use their Summer Associate Program as a screening device to select top candidates for career appointments upon graduation
- Attend job fairs as often as possible, and sign up for job fair interviews with law firm recruiters
- Consider opportunities in smaller towns
- Large law firms have a special interview process for former judicial law clerks, and that is a reliable way to become a candidate for an associate position



## NONPROFIT/PUBLIC INTEREST

Do you have an ardent desire to do the right thing?

Do you view helping those less fortunate as a calling more than a career? Do certain causes impassion you?

If this is so, the following may be of interest for you.

A career in nonprofit or public interest law could well be the perfect fit. The terms “public interest” and “nonprofit” are frequently used in the same sentence.

For example, one could say, “A public interest attorney is a lawyer who works for nonprofit organizations that help specific populations address specific issues.”

These issues often involve constitutional interpretation (think Liberty Counsel) and may include subject areas such as asylum law, immigration law, poverty law, health law, prisoners’ rights, housing, disability, religious liberty, domestic violence, bankruptcy, civil rights, environmental law and more.

Working on behalf of non-governmental organizations, religious liberty law firms, grassroots non-profits, pro-family think-tanks and lobbying firms also fall within the definition of public interest. As with private law, the range of public interest subject areas varies widely - the primary distinction is that services are typically directed toward clients who can’t afford to hire an attorney or toward government-related policy objectives.

An especially appealing aspect of starting your legal career as a public interest attorney is the loan assistance program offered by many public interest and nonprofit employers. Another appealing aspect is that it may be easier to secure a job that doesn’t pay as well as a private firm. The nonprofit sector is continually growing - especially as government assumes an expanding responsibility for our nation’s citizens. Logically then, you may find more public interest positions in geographic areas with greater governmental involvement. Perhaps the most attractive aspect of all is that you can expect to spend more time with your family than you would with a traditional, private-practice law firm.



## PROSECUTORS AND DEFENDERS

Are you considering a job as a prosecutor or public defender? The Internet, telephone and good old-fashioned perseverance will become your best friends in what may be a tough job market. Here are a few simple ideas that can jumpstart your job, externship, and internship search. Use the Internet to gather information, and then follow up with a phone call. Not every opportunity out there is listed on the Internet, but it is definitely a great place to start.

- Search for county, state, and national prosecutor and defender organizations
- Familiarize yourself with state terminology
- Check the Department of Justice website for positions
- Research the structure within each state of interest
- Use state employer commission or personnel offices to research a comprehensive list of all state government job openings



Did you know that prosecutors have different names in different states? Some states like Virginia and Kentucky call prosecutors “commonwealth attorneys” and states like North Carolina and California use the term “district attorney.” Knowing the correct term to use will make searching for jobs and organizations much easier on the Internet. While these terms essentially mean the same thing, you want to make sure you are using the term customary to the state where you are applying for jobs, externships, and internships.

Do not make a cover letter *faux pas* by applying for a district attorney position in Virginia or a county attorney position in New York. As future attorneys, you must show employers that you have done your research and can pay attention to detail.

## SPORTS AND ENTERTAINMENT

Do not let the name fool you. Working in the sports and entertainment law industry is not an eternal party. It takes much hard work, long hours, and dedication – just like any other field of law. Litigation and transactional work are at the forefront of this field. The best way to get your foot in the door is to have expertise in a closely linked field such as business, intellectual property, tax, or contract law.



Sports law requires extreme proficiency in contract law. Most lawyers in the sports field are referred to as “agents,” and their main job is to negotiate the client’s contract with the appropriate team or company, and in so doing, protect their interests. They can either work alone as an independent agent or as part of a firm, such as the well-known International Management Group (IMG).



The entertainment industry has four main categories: film, television, music, and theater. Each category has unique dynamics and interesting characters. Lawyers interested in this field benefit from a psychology background or a deeper understanding of human nature.

It is also important to note that clients in this field do not trust a lawyer who shares their love for extra-curricular activities such as lavish parties. They are much more willing to trust a lawyer who exhibits a superior level of professionalism, has integrity, and holds strong to his morals.

## MEDIA LAW

Media law is a rapidly growing area that is cutting edge and progressively changing as is new technology. It is a broad category that encompasses many interesting legal topics such as:

- Advertising/Sponsorship
- Broadcasting
- Censorship
- Confidentiality
- Contempt
- Copyright/Trademarks/Design
- Defamation
- Freedom of Information
- Information Technology
- Intellectual Property Rights
- Internet and Online Services
- Journalism
- Privacy
- Telecommunications



Within each of these categories are many complex legal issues that require thorough understanding of federal regulations and laws. Having an interest in and knowledge of contract law is also very helpful. Workplace settings for media lawyers can be diverse and as varied as are the legal issues and matters addressed by this genre of practice. Media lawyers work in both large firms and smaller niche firms.

**Note:** The I.T. Privacy Laws/Regulations topic continues to be a hot and heavily debated subject since it involves a number of complex legal privacy issues that permeate all areas of law. Being well-informed of how I.T. privacy issues and client privacy rights need to be painstakingly guarded will safeguard your professional reputation.

As the business world becomes increasingly connected, it is imperative to view information security and privacy as a business issue and potential liability. For today's lawyers, protecting client information against security breaches, database compromises, and privacy exposures should be at the forefront of priorities of the entrusted attorney. Taking the necessary preemptive steps can pose challenges since in-depth understanding, consideration, and management of the risk factors all come into play when implementing such measures. Knowing what potential risks can compromise sensitive data security and taking effective precautions will prove invaluable in maintaining your professional integrity.

# **Section VII**

## **Additional Resources**

CCPD has a number of resources available on the website and in the office.

To view a bibliographical listing of resources available in the Resource Room, type the following link into your browser and open the PDF file linked on the page:

- <http://www.liberty.edu/media/1191/careers/Resource-Room-Bibliography.pdf>

To view a list of helpful web job resources, type the following link into your browser:

- <http://www.liberty.edu/law/job-resources/>

To set up a LinkedIn profile, type the following link into your browser:

- <http://www.linkedin.com/>

View the links below to read helpful articles.

- Professional & Career Development Articles  
<http://www.careerealism.com/>
- Tips for Phone Interviews  
<http://jobsearch.about.com/cs/interviews/a/phoneinterview.htm>
- “Working Overseas: A Reality Check”  
<http://www.abanet.org/lpm/lpt/articles/mkt10081.shtml>
- “International Law: 100 Ways it Shapes Our Lives”  
<http://www.asil.org/education/100-ways>
- “Letter to Fall Recruits: Clean Up Your (Cyber) Space”  
<http://amlawdaily.typepad.com/amlawdaily/2008/10/letter-to-fall.html>

## Web Resource Passwords

Be sure to look at the Helpful Websites section of the Career Services page on the law school website. The Helpful Websites page lists a number of excellent job and internship search resources. Among the resources listed, the following ones are password-protected sites. Current login information for such sites are as follow:

[www.internships-usa.com](http://www.internships-usa.com)

Click on “Internships for Law Students”

**User Name:** LibertyLaw

**Password:** FlamesLaw

<http://cei-internship.squarespace.com/ntalc-login/>

**User Name:** LibertyLawyer

**Password:** LibertyNTALC

<http://forms.vermontlaw.edu/career/guides/index.cfm?>

Click on “Complete Guide” or “Individual State Guides”

**User Name:** balsam

**Password:** fir

<http://arizonahandbooks.com/u/LUSOL>

2015-2016 Government Honors & Internship Handbook

**Password:** Lawcareer

<http://arizonahandbooks.com/u/LUSOL>

2015-2016 Public Policy Handbook

**Password:** Lawcareer

[www.opajobs.com/](http://www.opajobs.com/)

Opportunities in Public Affairs 2015-2016

**User Name:** LULawCareer

**Password:** LUSOLCCPD

[https://www.law2.byu.edu/career\\_services/jobbank/](https://www.law2.byu.edu/career_services/jobbank/)

Brigham Young Intercollegiate Job Bank 2015-2016

**User Name:** jobfind

**Password:** Contact CCPD for Password as it changes on a regular basis

<http://www.psjd.org/jobseekers-accountmanagement>

PSJD: Public Service Jobs Directory

**User Name and Password:** Set up account and create personalized user name and password

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*We welcome the Class of 2018!*