



CAMPBELL
UNIVERSITY

NORMAN ADRIAN WIGGINS SCHOOL OF LAW

Career Center Handbook

2011-2012

The Career & Professional Development Center

For some students, the prospect of finding legal employment—whether a summer clerkship or an associate position—is often a challenging and stressful task. The process of job hunting can be time-consuming and labor intensive. This handbook is designed to serve as a starting point for finding a match for your strengths as well as your interests in the legal profession while minimizing uncertainty and stress.

The Career & Professional Development Center (“Career Center”) assists students in realizing their career potential in the field of law. It is not our single goal to find employment for students. Rather, the Career Center serves as a liaison between students and the tools needed to attract potential employers. We strive to equip students with the skills and knowledge necessary for a successful job search. In addition to on-campus interviews (OCIs), resume collections, and direct application submissions, the Career Center also provides resource materials, seminars, counseling sessions, job listings, and other related material.

The Career Center cannot work alone. It is important that you keep the Career Center informed about employment interests and status. In providing information about employment status, students aid classmates who are looking for employment by narrowing the field of possible Campbell candidates.

The Career Center welcomes the opportunity to work individually with you to identify a good fit in the legal field. Through our printed and electronic resources, educational seminars, and counseling sessions, we can assist you in your search for legal employment. The Career Center is eager to hear about your successes and challenges and welcomes student insight and suggestions. Please let us know how we can be of assistance.

Career Center Policies

Campbell University School of Law is a member of NALP: The Association of Legal Career Professionals. (NALP was formerly known as The National Association of Law Placement.) As a member, the school follows *NALP Principles and Standards of Law Placement and Recruitment Activities* which are posted on the NALP website (www.nalp.org). Should a Campbell Law Student or employer fail to adhere to the *Principles and Standards of Law Placement Activities and Recruitment*, he or she may be barred from participating in programs and activities sponsored by the Career Center.

It is the intention of the University to cooperate as fully as possible with the applicable requirements and provisions of the various state and federal employment and labor laws. Accordingly, the University is committed to administering all educational and employment activities without discrimination as to race, creed, color, sex, gender, age, national origin, religion, disability, or status as a veteran except where exemption is appropriate and allowed by law. This policy of nondiscrimination is applied to the recruitment, hiring, assignment, retention, and discharge of employees. Inquiries regarding the University's equal opportunity policy may be directed to: Campbell University, Human Resources Department, P.O. Box 595, Buies Creek,

NC. The facilities and services of the Career Center are available only to those employers who are in agreement with the above policy.

Center Resources

Book Collection: The Career Center maintains a focused collection of books and resource material related to employment searches, skill assessment tools, public interest careers, alternative legal careers and directories for private and public sector employers.

Employment Files: The Career Center maintains a collection of profiles for law firms, government agencies (state and federal), public interest organizations, legal services and corporations. The information is filed alphabetically in designated file cabinets in the Resource Room. However, most private employers no longer send hard copy brochures so it's imperative to review the employer website for current information.

Computer Lab: Two computers and printers, copy machine and fax machine are available to students at no charge.

Other: The Career Center also provides stationery for employment correspondence at no additional cost.

On-line Resources

- Career Center Handbook (website PDF)
- Judicial Clerkship Handbook (website PDF)
- [OSCAR \(Federal Judicial Clerkship Application Portal\)](#)
- [Symplicity \(Student and Employer On-line Recruitment Database\)](#)
- Employment Search site links (website PDF)

Symplicity: The Career Center utilizes Symplicity to manage employer job postings and the OCI program. Comprehensive and easy to use, Symplicity connects law schools, students, alumni and employers through an innovative web-based interface that is customized to the needs of the Norman Adrian Wiggins School of Law. Julie Smith-Hamilton, the Assistant Director of the Career Center, conducts two training classes each semester. One-on-one sessions are scheduled on as an-needed basis.

Student Responsibilities

All students are encouraged to use the services and resources provided by the Career Center. However, please adhere to the following:

- Check your Email regularly. The Career Center regularly uses email to notify students of time-sensitive matters including employment opportunities, interview dates and times, and programming.

- Refrain from removing materials from the Career Center Resource Center without permission from the Career Center Director or Assistant Director. Some material may be checked out in weekly increments.
- Maintain a current resume on Symplicity. A student's resume will not be released to a potential employer without permission from the student.
- Set up email alerts in your personal Symplicity profile.
- Make sure resumes contain accurate information. If a resume contains false information, the privilege of using the services provided by the Career Center, including on-campus interviews, may be terminated.
- Attend as many workshops/programs as possible.
- Review employer's stated hiring requirements as listed on Symplicity and honor these requirements.
- Be aware of OCI and resume collection deadlines. Don't miss out on these important opportunities to meet with potential employers!
- Be on time for interviews! Once you accept an offer to interview, be prepared to honor your commitment without excuses or tardiness. Being late or missing an interview not only casts a negative light on the person missing the interview, it also could damage the relationship between firms and the Career Center. **Interviews should not be cancelled less than two business days prior to the interview date. The Director of the Career Center must approve cancellations.** Any student who fails to honor a scheduled interview must forward a letter of apology to the firm/agency and the Career Center before being allowed the opportunity to participate in future on-campus interviews.
- Act as promptly as possible both in accepting and declining employment offers. Please review NALP guidelines regarding the timing guidelines for multiple offers. After accepting a position, immediately notify other prospective employers.
- Report offers and final employment plans to the Career Center promptly. By notifying the Career Center, you assist your fellow classmates by narrowing the applicant pool from which employers have to choose.

Recruiting Process

The Career Center connects students with employers through on-campus interviews, resume collections, or direct-application submissions.

- On-campus interviews—Students apply to the employer job posting by submitting a resume via Symplicity. The employer reviews the material and selects a list of interview candidates which is noted on the job posting page.

- Resume collections—Resumes are collected via Symplicity and forwarded to the employer by the Career Center. The employer then notifies students as to the next step in the interviewing process.
- Direct-application submissions—Students send employment documents directly to the employer as noted in the job posting on Symplicity.

NOTE: Be sure to attach all requested documents requested by the employer which may include a cover letter, transcript, writing sample and/or reference list in addition to the resume.

Career Planning

Finding your fit in the legal profession requires a good deal of soul-searching and self-assessment. There are numerous career paths for today’s lawyers. It is important to take the time to research and understand the options available to you. Your career path will be filled with numerous opportunities.

Chances are your first job out of law school will not be your last. Remember, careers are forged over time—not awarded at graduation.

As you grow in your legal career, what is important to you may change. Your first legal job should focus on matching your current strengths, interests and preferences with the right work environment. Make a list of your personal strengths/weaknesses, values, legal abilities (which classes appealed to you most/least, the classes in which you received your best/worst grades), nonlegal abilities, work experience (which work experiences were the most satisfactory/unsatisfactory), motivation (money and/or recognition) and attitude. Balance your values, abilities and strengths against the demands of a particular legal job. Perhaps most importantly, acquire enough knowledge about a potential position and market to make informed choices instead of guesses.

Other Important Questions You Should Ask Yourself:

- What are my interests, skills and values?
- Why did I come to law school?
- What are my priorities?
- What do I want out of my career? Legal education? Professional life?
- Where do I want to live? Geographical preferences or restrictions?
- Would I be happy in a rural, suburban, or urban setting?
- Do I prefer a small (2-10), medium (11-25), large (26-74) or very large (75+) employer?
- Would I prefer working for a corporation in a legal or legal-related capacity?
- Would I consider government service at the federal, state, or local level?
- Would I consider a one- or two-year judicial clerkship at the state or federal level?
- What are my income expectations? How much do I need to make to cover education loans?

- What kind of time commitment are you willing to make to an employer? A 40-hour workweek? 60-hour work week?

A wide variety of traditional and nontraditional alternatives are available. Knowing what is important to you—what you need from a legal career—will guide you to satisfactory employment.

In addition to self-assessment, make sure to spend adequate time collecting information about potential areas of practice, employers, and specific job requirements. The Career Center has several tools to assist you in this process. The following tips should also be helpful:

The Timeline (1L perspective)

- November 1—Attend Career Center training programs, prepare materials;
- December 1—Can begin to apply with employers; watch deadlines for certain government jobs
- January/February—On campus interviews (private and public sector employers)
- Early Spring —NC state government program, internships
- 1L Summer —While employed, in summer school or studying abroad, begin preparation and apply for 2L summer jobs; attend job fairs; review Career Center emails; apply to postings in Symplicity
- Late July/August —apply to Symplicity postings and apply directly with employers not in Symplicity
- August —2L Fall OCI begins
- Fall 2L (rolling)—apply for federal government agencies
- Spring (rolling)—apply for plaintiff's firms, state government agencies

Job-Hunting Tips:

Be Aggressive: Seek out options by talking about your career ambitions. Let your family and friends, classmates, professors, etc., know what your career goals are. Make phone calls, write letters, ask questions and follow leads. Remember, proper research is required to ensure your search efforts are effective. Know who the decision makers are and address correspondence directly to them.

Be Aware: Read, read, read! Read newsletters, professional journals, legal publications and periodicals, the *Campbell Law Observer*, etc. Know what's going on in the legal job market and the state/local bar.

Be Focused and Time-Sensitive: It's never too early to start the employment search process. Focus your efforts so that you don't feel pressured to accept a position that is less than desirable. That said, be aware of the economy and how it affects employers and hiring practices.

Be Prepared: Perform self-assessment, conduct employer research (firm size, starting salaries, time commitment for partnership, previous hiring practices, etc.), present an impressive resume, and be ready to demonstrate your polished interview skills.

Pull Strings: Don't pull them; yank them! Contacts, faculty members, alumni, personal friends and lawyers are invaluable in opening doors.

Career Opportunities

Assessing what one needs from a legal position is an important first step. Exploring the numerous job opportunities to match one's needs is also important. A law degree can be used in numerous employment areas. Following is a list of possible career options for consideration. This list is by no means comprehensive. It is intended to provide a sampling of available options.

Private Practice

More than half of law graduates nationally, and nearly 70% of Campbell's graduates from the Class of 2010 began their careers as associates in the private sector, primarily in law firms. Larger, more structured law firms, recruit annually for law graduates with a tendency to extend offer following the 2L summer. These firms have a visible and more predictable hiring pattern than smaller firms. Any firm devoting a substantial amount of partnership time and extensive travel budget to recruiting is also likely to be very selective. In view of the large number of students in the job market, firms will use academic record and co-curricular activities as a guide in selecting the students who are interviewed. Students are encouraged to view realistically their chances of jobs with these employers.

These firms begin interviewing in late summer/early fall and usually make initial offers before Thanksgiving. Many of these employers have summer clerkship programs for students who have completed one or two years of law school. These programs enable the firm and the summer associate to assess each other. Large firms hire primarily from the summer associate programs and recruit only a few 3L students for associate positions, if any.

Representatives of a number of law firms conduct interviews with students in the Career Center during the fall and spring semesters. In addition, a variety of legal employers including large and small firms allow the Career Center to collect and forward throughout the year.

Solo Practice

For Campbell Law's Class of 2010, 4% established or partnered with classmates to establish a new law practice. Solo practice is not the way that most new lawyers enter the profession. For Campbell graduates, opening new practices is made possible by the school's curriculum that combines legal theory with real-world practice and active, hands-on, postgraduate support of all its graduates.

Corporate Counsel

Corporate law departments have grown rapidly in recent years. These departments vary in size from a single attorney to a staff of attorneys large enough to handle any legal problem. Positions as corporate attorneys are often attractive because of the regularity of working hours and generous benefit packages. Most positions as corporate counsel require at least two years of practical, legal experience. Students often join firms to obtain the necessary skills before pursuing careers as corporate attorneys.

Accounting

Over the past few decades, the work of public accounting firms has increased both in scope and volume. They typically handle matters involving foreign taxation, merger and acquisition problems, estate planning, executive compensation programs and corporate reorganizations, as well as personal and corporate tax problems at the state and federal levels. Firms are usually interested in candidates who have a combined background in accounting and law (JD/MBA). Lawyers with accounting backgrounds have been in high demand in recent years.

Banking

Most large banks have trust departments. Trust departments employ law graduates to advise on matters of probate, personal trusts, pension and profit-sharing trusts, and corporate trusts. Opportunities in banks, however, are not limited to the trust department. Other areas that employ attorneys include the consumer-lending department, credit departments (commercial loans), and the personnel department (employment discrimination and civil rights law). Commercial banks also employ lawyers to work in areas of public finance, tax-exempt securities, and international banking.

Insurance

Insurance companies often utilize in-house legal departments. Attorneys are also employed as estate planners and in the sales and marketing departments to provide financial planning services to clients.

Consulting

Consulting opportunities are available in nearly every field of legal practice. Most consulting positions require extensive knowledge and experience. Few consulting opportunities are brought to the attention of the Career Center.

Legislative Affairs/Lobbying

Lobbyists work for corporations, state and local governments, political organizations, trade associations, unions and other groups whose activities are affected by legislation. The persuasive nature of this field of work requires an extensive knowledge of the law and of the legislative process. Lobbyists are not usually hired directly out of law school.

Judicial Clerkships

Judicial clerkships provide excellent experience for a recent law graduate. Clerkships are either one or two years in length and are highly competitive. The location, court, judge, and the student's background and personality are all considerations in the judge's decision in choosing a clerk.

Students who have an interest in working for a particular judge or in a particular location should be assertive in investigating clerking options. North Carolina judicial clerkship vacancies are posted on Symplicity upon notification from the Judge or Justice. Federal judicial clerkship vacancies can be found at www.uscourts.gov.

Federal Courts

Federal judges and biographical data are listed in the *U. S. Court Directory* and *The American Bench*. Most of a law clerk's time in the U. S. Supreme Court and U. S. Court of Appeals is spent in research and writing. When a case comes before the Court of Appeals, many legal questions have been resolved in district court. Therefore, questions before the appellate court may be narrow in scope. A federal district court clerk's duties include the traditional research and writing of draft opinions, as well as pretrial and trial procedures and evidentiary problems. Depending on the judge, a district court clerkship probably offers a greater experience for the student interested in litigation.

Please refer to the Judicial Clerkship Manual available on the Career Center website for additional information on securing federal clerkships. The website also provides links to the The Federal Clerkship Hiring Plan and the On-line System for Clerkship Application ("OSCAR").

Funding for law clerks is usually available for all the highest-level state courts and even for some intermediate levels. Campbell graduates have clerked for a variety of judges on the N.C. Supreme Court and N.C. Court of Appeals.

Federal Government Positions

The federal government offers career opportunities in a broad range of legal fields: admiralty, trade regulation, taxation and finance, labor law, communications regulation, international law, energy law, antitrust, patent law, public utilities regulations, criminal and constitutional law. Helpful information can be found at www.usajobs.com.

Often, agencies advise the Career Center of their interest in hiring, and then conduct interviews in their offices. When contacting an agency directly, applications should be sent to the general counsel of an agency, as well as to the personnel office. All attorney positions in the federal government require that the applicant be admitted to the bar; however, most agencies will consider hiring recent law graduates on a temporary basis pending their admission to the bar. The usual requirement in these instances is that the employee be admitted to the bar in any state within nine months of appointment or within 14 months if an extension is granted.

Opportunities for summer employment in federal agencies are available for students who have completed one or two years of law school. However, due to the large number of applications received, agencies are highly selective in making summer law clerk appointments. Each agency establishes its own selection requirements and procedures.

A summer law clerk position provides an excellent opportunity to view an agency and to gain valuable work experience. In addition, the agency has the opportunity to appraise and consider the qualifications of the law clerk for a possible full-time attorney position.

Legislative Assistants to Members of Congress

Interested students are urged to apply directly with the representatives and senators for whom they are interested in working. Using personal contacts is often helpful when seeking congressional positions.

State Government Employment

There are a number of opportunities available to recent law graduates in state and local government, particularly in the areas of energy, environment, criminal justice, health, and education. Uncertain budgets and personnel turnover create a somewhat erratic hiring situation so that openings are seldom forecast. For the Class of 2009, 15% graduates accepted positions working as lawyers for the government (local, state and federal).

Prosecuting Attorneys

One of the most established types of public attorney is the public prosecutor (called district attorney [DA], prosecuting attorney, county attorney, or state solicitor). Each of the counties in North Carolina has a DA whose principal responsibility is prosecution of criminal cases. Helpful information regarding North Carolina District Attorneys can be found at www.ncdistrictattorney.org.

The district attorney's responsibility for enforcement of the criminal law makes him/her a key figure in local politics. In less populated areas of the country, the DA generally serves as

counsel for the county government, providing legal advice on tax and other revenue measures, bond issues, contracts for the purchase of goods and services by public agencies, matters relating to public employees, the regularity and validity of local regulatory measures, and other problems of local government.

The office of the district attorney varies in size according to the population and complexity of the community in which it is located. In rural counties, the DA may have no staff and may serve as only a part-time official; in metropolitan areas, the staff may include over a hundred lawyers (handling both criminal and civil matters) and correlative numbers of support staff.

Military

The offices of the Judge Advocate General (JAG) of all branches of military service recruit attorneys to enter military service as commissioned officers. A small number of openings also occur each year for civilian attorneys, but these require some legal experience after passing the bar. Detailed information is available from the Judge Advocate General Corps of the Army, Air Force, Navy, Marines and Coast Guard. Campbell has a rich history of participation in the JAG Corps, and military recruiters historically have participated in our OCI program.

Public Interest and Legal Services

This area of legal practice focuses on people or groups whose financially challenged situation prevents them from affording traditional means of legal representation. Public interest and legal services agencies typically rely on governmental or foundation support to operate. Examples of areas of practice encompassed by public interests and legal services include: civil rights, women's rights, poverty law, environmental law, immigration law/migrant workers' issues, human rights, veterans rights, etc. Helpful information about summer and permanent opportunities in public interest can be found at www.pslawnet.org.

Academic Positions in Law Schools

In recruiting for faculty, law schools generally prefer law graduates who have had an interval of practice (either firm or government), held judicial clerkships, or have extensive research and publishing experience. Most announcements for law teaching opportunities are posted through the Association of American Law Schools (AALS), 1201 Connecticut Avenue, NW, Suite 800, Washington, D.C. 20036-2605. For more information, please visit www.aals.org.

Administration

Various academic administration opportunities are available to law graduates. A number of law schools employ graduates as assistant deans. Administrative positions dealing with admissions, student services, career services, advancement, and alumni affairs are available. Such opportunities are often advertised either in *The Chronicle of Higher Education* or the *AALS Placement Bulletin*.

Law Librarians

Professional librarians trained both in law and library science traditionally have directed academic law libraries. Today, libraries serving courts, law firms, the legal departments of large corporations, and government agencies, as well as local and county bar associations, are requiring the services of professionally trained librarians in increasing numbers.

For a professional position in a law library, a master's degree in library science usually is the minimum requirement, with the law degree being sought increasingly as an additional requirement.

Undergraduate Schools

There are a variety of opportunities for law graduates teaching law-related courses in business, political science, constitutional law, law and society, and paralegal courses. Candidates are advised to apply for teaching positions directly to the deans of the schools that interest them. Information can be obtained from:

The Chronicle of Higher Education

1255 23rd St., NW, Suite 700

Washington, D.C. 20037

202/466-1000

www.chronicle.com

Graduate Law Programs

A number of schools offer opportunities for postgraduate study usually leading to the LL.M. or S.J.D. degrees, and some of their programs are offered in conjunction with fellowships. (See *Directory of Graduate Law Programs*.)

Legal Publishing

Companies such as Lawyers Cooperative Publishing Company, Shepard's Citations, and West Publishing Company employ law graduates to analyze court decisions and write about their research. Job candidates should contact these companies directly to inquire about available opportunities.

Aspen Law & Business

7201 McKinney Cr.

Frederick, MD 21704

301/698-7100

www.aspenpublishers.com

CCH, Inc. (Commerce Clearing House)

www.cch.com/careers/

LexisNexis

www.lexisnexis.com/employment/

ThomsonWest

www.westgroup.com/careers/

NALP

NALP, the Association of Legal Career Professionals NALP (formerly known as the National Association for Law Placement) was organized in 1971 to promote the exchange of information and cooperation between law schools and employers. In order to advance those interests, the Association has developed these Principles and Standards for Law Placement and Recruitment Activities.

The NALP Principles and Standards for Law Placement and Recruitment Activities were first adopted in 1978. Part V, Standards for the Timing of Offers and Decisions, was derived from Interviewing Procedures for Law Students and Prospective Employers, a set of guidelines originally adopted in the early 1960s by a group of law schools meeting under the auspices of the Association of the Bar of the City of New York. Subsequent modifications were adopted in 1985, 1988, 1992, 1994, 2002, 2004 and 2005.

The Principles and Standards for Law Placement and Recruitment Activities are organized as follows:

1. [General Principles](#)
2. [Principles for Law Schools](#)
3. [Principles for Candidates](#)
4. [Principles for Employers](#)
5. [General Standards for the Timing of Offers and Decisions](#)

NALP encourages law schools and legal employers to educate all participants in the law placement and recruitment process about the spirit and the letter of these Principles and Standards. NALP urges all participants in the law student recruitment process, including members and non-members of NALP, to abide by these Principles and Standards.

Resumes

Self-assessment and understanding available career options are extremely important as you begin your legal career. Beginning the search for employment, whether a summer clerkship or a full time associate position, requires focus. Preparing effective resumes and cover letters as well as polishing interviewing skills will increase your chances of obtaining your desired position.

The importance of a resume cannot be overemphasized. A resume is usually your initial contact with a potential employer and is therefore the first opportunity to create a favorable impression. The purpose of a resume is to obtain an interview. Interviews are extended to those who effectively communicate their educational and professional accomplishments in an interesting, organized manner. Employers typically do not read resumes. On average, less than 30 seconds

is spent skimming a potential employee's resume. Therefore, the presentation of skills, talents, and experiences that distinguish one applicant from another is extremely important.

Resumes should be formatted in a visually pleasing manner so that they can be read easily and should typically be one page in length. Make sure your resume is free of errors, especially grammatical and spelling errors. Always be honest about accomplishments and employment! Falsely embellishing a resume is a sure way to miss obtaining an interview. Further, it is a violation of the Student Honor Code.

The following tips are designed to assist you in preparing effective legal resumes, cover letters, and thank-you notes. Please remember that, generally speaking, the legal community is conservative and expects a traditional resume. Samples are included in the appendix of the handbook. Additionally, the Career Center maintains publications dealing with this topic as well as resume samples.

Name and Address

The heading for your resume should include your name (consider bold print, sometimes printed in capital letters), address, telephone number and e-mail address at which you can be reached during your job search. You may also choose to list a permanent address to show roots in a specific community. An applicant from a potential employer's community often favorably impresses many small and medium-sized North Carolina firms. Do not hesitate to emphasize your geographic roots if you are applying to firms located in your hometown or out of state.

Education

Begin with your most recent educational endeavors—i.e., legal, graduate, and undergraduate—indicating institution, location (city and state), degree earned and the year of graduation for each. Under each subheading list honors, academic achievements, organizational memberships, etc. If relevant, briefly describe research projects or theses. If you are in the top half of your law school class, list your class rank. Do not list law school GPA, as grading scales vary among law schools and may prove confusing to employers skimming resumes.

Most employers are interested in your academic record; some may ask for transcripts. Class rank is a fact of life in the job market for legal positions. There are ways of dealing with class rank if you feel you may be hurt by this factor. Employers are informed that the vast bulk of Campbell's students are in a tight grading pattern.

In light of the grading standards, you usually will be better off emphasizing favorable grades if your class rank is not strong. For example, if your goal is to become a real estate lawyer and your grades in property law courses are excellent, list them. Showcase your strong courses. Don't apologize for your weaker grades. This law school has demanding professors! Accentuate the positive; don't dwell on the negative!

Grades Aren't Everything

Employers are looking for qualities in addition to or as important as academic achievement. These dimensions can be demonstrated through your resume and during an interview. They include:

Business skills, certifications, leadership ability, interpersonal skills, motivation, productivity, breadth and depth of knowledge, teamwork, self-image, basic values, goals, vitality, maturity, management ability, diversity of interests, talent, skill and character.

The responsibility for revealing these qualities rests with you and your interview skills.

It is not necessary to include your LSAT score on your resume.

Employment

Employment should be listed beginning with the most current position. Dates of employment (month/year) should be indicated along with title/position. Provide a brief description of the duties involved for legal and law-related employment. Significant part-time or summer employment should be included, but other jobs can be described in a summary statement such as, “self-supporting during undergraduate years and provided 80% of college expenses by working various part-time positions.”

Personal Data

Items such as date of birth, marital status, number of children, religious affiliation, or other personal information should not be included as these topics are not relevant to the hiring process.

Other Important Categories

You have an opportunity to distinguish yourself from other students by listing: foreign language skills (note level of fluency), publications, community/volunteer activities, professional memberships and societies/organizations, licenses, or other distinguishable experiences including business, leadership and management skills.

Interests

Interests and hobbies are considered helpful information to include in the resume, however. An example of items to list include as tennis, travel, hiking, traveling, or animal shelter foster care.

Reference List

Most students tailor their references to the position they are seeking. It is not necessary to list references on a resume. References should be maintained as a separate document from the resume using the same format of the resume. A typical reference list includes three and four references. Include the name, position/title, business address, telephone number and e-mail address for each reference. It is extremely important to ask an individual’s permission to use him or her as a reference. Use current or previous employers and/or law professors if they know you personally.

Resume Do's and Don'ts:

Do's

- Use outline format
- Effectively use white space, margins, headings, and spacing
- Include current address, telephone number, and e-mail address
- Include date J.D. is expected
- Be consistent with abbreviations—i.e., J.D., B.S.
- Be concise and stress positives
- Keep personal data pertinent
- Describe honors if not self-explanatory
- Include all work experience, including volunteer employment
- Use action verbs to describe responsibilities for employment experiences (see list in appendix)
- Use good-quality white or ivory paper
- Use black ink
- Italicize degree designations such as *magna cum laude* (lower case)
- Be certain there are no errors!

Don'ts

- List references without permission
- Provide misleading or inaccurate information
- Include information—i.e., race, marital status, religion, sex, age, etc.
- Use colored paper or ink
- Leave out blocks of employment

Writing Samples

Some employers will request a writing sample. An example might be a legal brief or extensive legal research. Typically, writing samples should be relatively short—no more than 10 pages. A brief that received a particularly high grade serves as an excellent writing sample. The brief should be free of a professor's grade or markings.

Here are some additional pointers with respect to writing samples:

- the writing sample should be entirely your own work;
- the writing must be free from spelling and grammar errors;
- you must be familiar with the subject matter in case asked to discuss;
- the writing sample should demonstrate your ability to analyze a legal issue; and
- the writing sample should be substantially unedited by others.

Be careful submitting samples of work prepared for an employer. It is acceptable to submit this type of sample, but you must be careful not to break any client confidences that could constitute a breach of the attorney-client privilege. You must obtain permission from your employer prior to using this type of writing sample, and you may consider redacting any information you feel would compromise a client or employer.

Cover Letters

Typically, a resume or application for employment should be accompanied by a cover letter. The aim of a cover letter is to complement the information found on a resume. The cover letter should not restate the information listed on the resume. Each cover letter should be typed individually and addressed to a specific person. Like the resume, the cover letter must be error free. Resume, cover letter, and reference list paper should match.

The first paragraph is typically introductory in nature and should state reasons for contacting that particular employer. Contact could be because of knowledge about an employer or personal interest in either the field of practice and/or geographic location. If someone has referred you, include that person's name at the beginning of your introduction.

The second paragraph should call the employer's attention to specific areas (one, or possibly two) of an attached resume which are of special interest—i.e., a particular job held, unique abilities or accomplishments, etc. An employer should know from this paragraph why the interested candidate would be beneficial to his or her firm.

The closing paragraph should state interest and availability for a personal interview. Thank the employer for his or her consideration.

Thank-You Letters

It is highly recommended that thank-you letters be written to all individuals granting an interview for employment. As a rule, thank-you letters should be mailed no later than 24 hours after an interview. Although not lengthy in nature, thank-you letters should relay sincere thanks to the person with whom a person interviews. Sending a well-written note of thanks for OCIs could provide an advantage in competitive selection situations.

If interviewed by more than one person from the same firm or agency (i.e., a hiring partner and two associate partners), it is acceptable to thank the hiring partner and ask that he or she share your thoughts with the associate partners. However, sending a note of thanks to all who interviewed you could serve you well by differentiating your efforts from others in a close hiring decision. Additionally, it is polite to send a note of thanks to individuals who have been particularly helpful in assisting you in obtaining an interview.

Interviewing Tips

Well-written resumes and cover letters might assist in obtaining an interview. Sharpened interviewing skills assist in gaining employment. Interviews represent an opportunity for a mutual exchange of information. Prepare for the interview by considering how you will answer questions that may be asked. Additionally, consider questions you would like to ask the interviewer. Prior to the interview, have points in mind relevant to your background and experience that you want to emphasize. Be yourself and have a positive attitude about the process.

Interview attire **does** matter! Your attire should reflect your respect for the profession and professional dress will contribute to your confidence level. You want to be remembered for the quality of your interview and not for what you were wearing. Here are some basic pointers for interview outfits that should be acceptable for a first interview with any type of employer:

Men

- Dark, neutral color (gray, blue or charcoal) suit with or without faint pinstripe;
- Conservative tie (solid or simple stripes);
- Black, cordovan, or brown leather shoes, **polished and unworn heels**, wing tip and lace up shoes are recommended above slip on or loafer type shoes;
- White or other conservative colored shirt (i.e. light blue);
- Ensure suit and shirt are pressed;

Women

- Skirt/pants suit. You may choose to wear a pants suit, but be aware that there is a risk that it may not be well-received by some traditionally-minded employers especially judges;
- Suits should be dark, neutral colors
- Stockings/hose are recommended;
- Makeup and jewelry should be simple and avoid glossy lips;
- Professional shoes (stilettos, boots, mules and sandals are not acceptable).

Remember, a good rule of thumb is if you question it or are in doubt, don't wear it. Also, consider the employer. Interviewing with a small law office from a rural town? Interviewing with a judge? If so, always wear traditional business attire.

The Interview

The interview enables you to determine your interests in the employer, as well as to demonstrate that you are a qualified candidate. **You should always have prepared questions to ask during an interview.** Questions should evolve from research about the employer. As the best interviews are conversational in nature, ask questions during the course of the interview—don't wait until the interviewer stops asking questions.

Typical Questions Asked by Employers

Questions about your background:

- Tell me about yourself.
- What accomplishments have given you the most satisfaction?
- What do you consider to be your greatest strengths/weaknesses?
- What are you seeking from your career? What are some of your life's goals?
- What qualities do you have that may help make you a successful lawyer?
- What characteristics should a successful lawyer possess?

Questions about your career objectives:

- Why did you choose law as a career?
- What are your short- and long-range goals?
- What do you see yourself doing five years from now?
- How would you describe the ideal position for you?
- What things are most important to you in a job?
- What type of law do you think you would like to practice?

Questions about your educational background:

- Why did you select Campbell University School of Law?
- What courses did you like best? Least? Why?
- Tell me about your grades. Where did you place in your class?
- Tell me about your participation in extracurricular law school activities.
- What do you like best/least about your law school experience?

Questions about your work experience:

- Describe your recent work experiences.
- What did you like/dislike about the experiences?
- Did you receive an offer from your summer employer?
- How is your work experience relevant to our practice? What skills have you developed from these experiences?
- Describe issues that you confronted in your work at your previous employer.

Questions about your job-seeking strategies:

- Do you have a geographic preference? Why?
- Describe your ideal working environment.
- Are you holding any outstanding offers?
- What factors will influence your decision?

Questions relating to “Why us?”

- How did you learn about us? Why did you decide to interview with us?
- What do you think it takes to be successful in a firm like ours?
- Why should we hire you? What distinguishes you from other candidates?
- What qualifications do you have to contribute to this firm?
- What have you learned from the attorneys you have spoken with here?
- What would you like to know about us?
- Why should we hire you? ****important question to expect****

Questions To Ask During the Interview

Questions about the general character of the firm/organization:

- How would you describe your firm’s culture?
- What is unique about your firm? Special qualities?
- What are you looking for ideally in an associate or law clerk?
- Why did you choose to work for (firm name)?
- What are the firm’s expectations for growth?
- How does the firm support participation of members in: Pro bono cases? Political activities? Continuing legal education? Sabbaticals? Government service?

Questions about the practice:

- To what extent is the firm specialized? What are the areas of practice? **(Only if the information is not available from other sources prior to the interview)**
- What types of clients does the firm represent? What are some of the cases currently being handled by your firm?
- What work could I expect to be assigned as an associate or law clerk?

- When does an associate have the opportunity to specialize?
- What emphasis is placed on bringing in new business?
- How many billable hours are new associates expected to generate?

Questions about the administration:

- What is the firm's system of management?
- How does the firm determine assignments for new associates?
- How is the work supervised and evaluated?
- How are the new associates or law clerks trained?
- What is the criterion for advancement?
- What administrative support systems are available to attorneys?

Questions about the interviewer:

- Why did you decide to join the organization?
- What types of cases are you working on at the present time?
- What is a typical day like for you?
- What do you like most about your organization? About practicing law?

Questions about the community:

- Do many socialize outside the office?
- What opportunities exist for involvement in community activities?
- What cultural and recreational activities do members of the firm pursue?

Callbacks for second interviews are the sign of a successful initial interview. Callback interviews usually entail a meeting with various levels of attorneys, both partner and associate levels) and will often include a lunch outing with attorneys. Occasionally, a callback interview will occur in the evening over dinner. You will be asked many questions by many people throughout the callback interview. You must be honest and consistent in all of your answers as the attorneys will compare notes afterwards. **Remember, whether you are speaking with partners or associates, you are on an interview.**

Tips That Could Make a Difference

- Be prepared for the interview by doing your homework
- Keep a positive attitude
- Stress your strong points and skills
- Avoid asking questions about salary in the initial interview
- Ask informed questions (do not ask for information that is available in the firm resume or Martindale-Hubbell)
- Maintain good eye contact and listen carefully
- Answer questions directly and positively
- Avoid asking how hard associates work
- Dress appropriately and present a professional image
- Send the interviewer a thank-you letter expressing your continued interest
- Establish a filing system for your materials

Potential Reasons For Failure To Receive an Employment Opportunity

- Purposes and goals not well defined
- Lack of knowledge in field of specialization

- Inability to express oneself
- Inefficient evidence of achievement or motivation
- Not prepared with research on employer
- No real interests shown
- Over bearing or too aggressive
- Asks poor questions about the job
- Unwilling to start at the bottom, expects too much
- Interested only in best dollar offer
- Evasive on unfavorable factors in record
- No confidence and poise
- Poor eye contact
- Poor personal appearance

Salary Negotiations, Offers and Money

If you receive an offer during or after an interview, it is appropriate to accept it on the spot; however, it is also appropriate to ask for a day or two to consider the offer rather than to accept and later decline. If you need longer time to make a decision, please review the NALP Timing Guidelines.

Some firms offer a straight salary to all law graduates and summer associates. Others (particularly smaller firms) will ask you how much you want or expect to receive. Salaries are often supplemented by annual bonuses or a percentage of any business you attract. Additional benefits may include medical and life insurance, retirement savings plans, payment of bar review, moving expenses, and clothing allowances. It is important to evaluate the initial salary offered in terms of the total benefits package. Be sure to discuss salary information with a Career Center representative. The Career Center maintains salary data for certain cities and towns in North Carolina as well as some cities outside of North Carolina. It is best to provide the employer with thorough, detailed analysis of your expectations or requirements. Remember, in a tight or saturated market, candidates have less room to negotiate.

Anderson B. Chandler

123 Easy Street
Raleigh, North Carolina 27601

555-555-5555
abc123@gmail.com

EDUCATION

Campbell University School of Law
Juris Doctor Candidate

Raleigh, NC
May 2010

Honors and Activities:

- Campbell Law Review
- 2009 Intramural Moot Court Competition, Semi-finalist
- 2008 Client Counseling Competition, Best Advocate
- Delta Theta Phi Legal Fraternity, Treasurer

North Carolina State University
Bachelor of Arts, History, *cum laude*

Raleigh, NC
May 2007

Honors and Activities:

- Dean's List: Spring 2006, Fall 2006, Spring 2007
 - Sigma Alpha Mu Fraternity: President, Treasurer
 - Pre-law Students Association
-

LEGAL EXPERIENCE

Little Burns & Weeks

Intern

Raleigh, NC
Summer 2009

- Drafted memorandums involving family law and criminal cases
- Researched cases in the North Carolina Court of Appeals
- Participate in client meetings

Harrington, Lovelace & Long

Intern

Cary, NC
May 2008-May 2009

- Drafted leases and options to purchase
 - Assisted with client counseling in landlord/tenant matters
-

INTERESTS

Golf, Cooking, Travel to South America

ANDERSON B. CHANDLER

1245 PEMBERLY PLACE • RALEIGH, NC • 27562
919.555.5555 • CHANDERA@AOC.COM

EDUCATION

Campbell University School of Law
J.D. Candidate, May 2010

Raleigh, NC

Honors/Activities: Book Award: Property 1, Contracts II; Journal of Juvenile Law and Policy Senior Sections Editor (2009-2010); Men's Legal Caucus, VP (2008-2009)

University of Virginia
B.S., Engineering, with distinction, May 2004

Charlottesville, VA

WORK EXPERIENCE

Office of the District Attorney, Sampson County
Legal Intern, Third Year Practice

Clinton, NC
May-July 2010

- Managed heavy calendar of criminal cases in district court. Conducted eight criminal trials start to finish. Ensured victim rights and restitution were addressed before the court. Researched legal issues relating to misdemeanor and felony cases.

Triangle Child Advocates
Extern

Durham, NC
August-December 2009

- Interviewed child clients and prepared reports making recommendations for their cases. Prepared for hearings and trials, including writing reports on client files and preparing witnesses. Researched legal issues relating to children in the dependency system.

Justice for Children International
Advocacy/Research Intern

New Haven, CT
June-August 2009

- Researched and developed a project addressing child exploitation/prostitution and law enforcement in the U.S. Presented analysis of current legal trends in human trafficking.

San Juan Unified School District
Instructional Assistant, Level III

Carmichael, CA
2005-2008

- Provided support to special needs students. Designed lesson plans, taught basic logic, English, and mathematics in small groups. Trained in direct instruction, positive behavioral support, and occupational therapy, specializing in Autism Spectrum Disorders.

SIL International
Language Survey Specialist

Addis Ababa, Ethiopia
2003-2005

- Member of a research team working in five Ethiopian languages. Took charge of the Ethiopian Sign Language Project. Developed testing instruments. Conducted extensive library and field research. Wrote reports for governmental and NGO use.

COMMUNITY/VOLUNTEER

Taught at seminar to train community leaders in health and hygiene
Assisted in organizing a Model UN for high school students
AIDS orphanage and hospital volunteer

Cambodia, 2008
Langley, B.C., 2007
Ethiopia, 2005

ANDREA B. CARLYLE

4545 CRESCENT MOON PLACE, #657, RALEIGH, NC 27606
(919) 555-5555 | ABC0000@EMAIL.CAMPBELL.EDU

EDUCATION

Campbell University School of Law, Raleigh, NC May 2011

Juris Doctor Candidate

Honors: Norman Adrian Wiggins School of Law Scholarship
IOLTA Public Service Grant

University of North Carolina at Chapel Hill, Chapel Hill, NC May 2007

Bachelor of Arts, Spanish Literature

Honors: Lottie and Marvin Boykin Scholarship
Society of Janus chapter of the National Residence Hall Honorary: VP
Katherine Brewington Award for Leadership and Legacy

EXPERIENCE

Summer Associate, Davis & Hartwell, Winston-Salem, NC August 2010

- Observed client interviews and depositions
- Shadowed judges and reviewed legal issues related to custody, child support and visitation cases
- Discussed law practice management issues including client services, operations and billing

Intern, REENTRY of Harnett County, Lillington, NC May 2009-Dec 2009

- Attended Juvenile Court to interview and process clients
- Coordinated group sessions for approximately 10 delinquent adolescent females
- Counseled and advised approximately 20 delinquent adolescents
- Drafted client reports for the North Carolina Department of Juvenile Justice

Intern, Child Advocacy Commission of Durham, Durham, NC May 2008-Present

- Interview clients and prepare complaints and other judicial documents
- Coordinate and monitor Supervised Visitation sessions
- Certifications: Supervised Supervision Specialist Supervised Supervision Specialist Trainer; Effective verbal intervention/handling grievances

Substitute Teacher, Pitt County Schools, Greenville, NC Aug 2003-Dec 2009

- Taught and Advised middle school students and prepared lesson plans

LEADERSHIP

Regional Convention Coordinator, Southern Region Black Law Students Association, May 2010-Mar 2011

ASSOCIATIONS AND AFFILIATIONS

North Carolina Assoc. of Women Attorneys, Student Division	2010-Present
Alpha Kappa Alpha Sorority, Incorporated	2009-Present
Women in Law Society	2009-Present
Vice President, National Black Law Students Association	2007-Present
General Alumni Association, UNC-CH	2003-Present

MICHELLE B. SASSER

1045 Acorn Street • Raleigh, NC • 27603 • 919.555.5555 • mbs9595@email.campbell.edu

EDUCATION

Campbell University School of Law

Candidate for Juris Doctor

- Book Awards: Corporation, Tax
- Women in Law: President 2012-11
- 3L SBA Representative
- Pro Bono Council
- Moot Court Board

Raleigh, NC

May 2012

Wake Forest University

Bachelor of Arts in Communication

- Dean's List, seven semesters
- President's Aide, Office of the President of Wake Forest University
- Secretary, Lambda Pi Eta Communication Honor Society
- Study Broad:2006 Ies Barcelona Program, Spain,

Winston-Salem, NC

May 2008

EXPERIENCE

Vann & Sheridan, LLP

Summer Associate

- Drafted Appellate Briefs, Proposed Orders, Pleadings, and Legal Memoranda
- Argued multiple motions in Wake County Civil District Court under 3rd Year Practice Rule
- Researched legal issues including breach of contract and consumer protection law
- Observed depositions and client meetings

Raleigh, NC

Summer 2010

North Carolina Court of Appeals, Judge Barbara Jackson

Intern

- Assisted in the research and drafting of opinions

Raleigh, NC

Fall 2009

Chambers of Federal Magistrate Judge Michael F. Urbanski

Intern

- Drafted Opinions, Reports, Orders, and Bench Memoranda
- Researched criminal and civil law issues
- Briefed judge for hearings and conference calls
- Observed criminal and civil hearings, trials, and mediations

Roanoke, VA

Summer 2009

SKILLS

Proficient in advanced Spanish (written and spoken)

INTERESTS

Art history, running, travel, and historical fiction novels

Jane Q. Student
123 Aldermoor Road, Raleigh, NC 27603
919.123.4567 | janeqstudent@gmail.com

EDUCATION

Campbell University, Norman Adrian Wiggins School of Law, Raleigh, NC

Juris Doctor Candidate, May 2002

Class Rank: 15/158; Top 10%

Honors and Activities:

- Book Award: Contracts, Properly I, Torts
- Honor Court, 1L Representative
- 2000 Intramural Moot Court Competition
- 1999 Intramural Client Counseling Competition
- Phi Alpha Delta Legal Fraternity

University of South Carolina, Columbia, SC

Master of Criminal Justice, May 1999

University of North Carolina, Chapel Hill, NC

Bachelor of Science, Political Science, *summa cum laude*, May 1997

Honors and Activities:

- Vice President, Student Government Association
- Pre-Law Society

WORK HISTORY

South Carolina Bureau of Protective Services, Dillon, SC

BPS Officer, August 1997 – June 1999

- Provided protection for people in various state offices including the Supreme Court, Governor's Mansion, and State House
- Engaged in intensive nine-week training course at the South Carolina Criminal Justice Academy in June 1997
- Received the JP Strom Award (Valedictorian for Criminal Justice Class of 364)

YMCA of Wake County, Raleigh, NC

Youth Counselor, August 1995 – May 1997

- Organized activities for after-school programs to increase physical activity and study habits
- Provided homework assistance and tutoring in math comprehension
- Coached football in Irmo, South Carolina
- Provided support and guidance to at-risk children

SKILLS

Proficient in Spanish speaking and reading comprehension; conversation French

COMMUNITY/INTERESTS

Big Brother/Big Sisters of Wake County; Good Samaritan Soup Kitchen; Section Leader, Hurricane Floyd Relief Effort; amateur photography; cross country running

Reference List Format

Jane Q. Student
123 Aldermoor Road, Raleigh, NC 27603
919.123.4567 | 919.555.0909
janeqstudent@gmail.com

References

Keith Faulkner
Vice Dean and Professor of Law
Campbell University School of Law
225 Hillsborough Street
Raleigh, NC 27603
919.865.4652
Faulkner@law.campbell.edu

Top Dog
Hiring Partner
Top Dog Law Firm
123 Success Avenue
Raleigh, NC 27603
919.975.2000
topdog@topdoglawfirm.com

John R. Smith, Ph.D.
Professor of English
Wake Forest University
456 Learning Avenue
Winston-Salem, NC
336.555.5555
mprofessor@wakeforest.edu

Cover Letter Sample

Jane Q. Student
123 Aldermoor Road, Raleigh, NC 27603
919.123.4567 | 919.555.0909
janeqstudent@gmail.com

January 26, 2008

Top Dog Attorney
123 Success Avenue
Raleigh, NC 27603

Dear Mr. Attorney:

As a first-year student at Campbell University's Norman Adrian Wiggins School of Law, I am eager to secure a summer associate position with Top Dog Firm. Please take a moment to review my resume and consider whether my strengths might be of interest to you.

While working as a graduate student at Duke University, I spent two years researching medical records and patient histories relating to a drug development project. During this time, I developed strong analytical skills and detailed writing abilities in a team-oriented environment. This experience aided me well as I managed a rigorous class schedule during my first year of law school. I continue to seek opportunities to hone my communication skills through leadership roles in several student organizations.

As I look forward to the summer, I am interested in working for a business law firm such as Top Dog Firm in order to gain practical legal skills in a variety of practice areas. My interest in your firm is based on In addition, I look forward to offering my employer solid work ethic and enthusiasm to make a significant contribution to the success of firm Through my school work, I continue to seek opportunities to further develop these skills and would like to put Additionally, I have practical experience in accounting and general management.

As my range of skills is broad, I am willing to explore most areas of practice. I welcome the opportunity to discuss how I could make an impact in your office.

Sincerely,

C. Law Student

Enclosure

Cover Letter Sample

123 Alder Moor Road
Raleigh, NC 27603

August 10, 2008

Mr. Top Dog
The Top Dog Law Firm
123 Success Avenue
Raleigh, NC 27603

Dear Mr. Dog:

I am writing to express my interest in the summer clerkship position that you recently listed with the Career Center at Campbell Law School. Additionally, John Smith suggested I write you, as he worked with your firm last year on a mergers and acquisition transaction and highly recommends your real estate department. A copy of my resume is attached for your review.

Last summer, I wrote for *Webster's Real Estate Law in North Carolina*. I thoroughly enjoyed this research experience and am eager to put these skills to work in an office setting to gain practical legal experience. I am originally from Raleigh and plan to return after graduation next May.

I welcome the opportunity to meet with you and will make myself available at your convenience. Thank you for your time and consideration.

Sincerely,

A. Law Student

Enclosure

Cover Letter Sample

123 Alder Moor Road
Raleigh, NC 27603

August 10, 2008

Top Dog
The Top Dog Law Firm
123 Success Avenue
Raleigh, NC 27603

Dear Ms. Top Dog:

As a 2L at Campbell Law School, I am interested in securing summer employment at Jones & Jones Law Firm. I am in search of practical experience in a family law practice that will afford me the professional skills and responsibilities requisite to establish a foundation in family law practice. Your firm is of particular interest to me due to the multiple areas of family law practiced such as child custody disputes and equitable distribution of assets during divorce proceedings.

During my first year at Campbell law, I have gained solid experience in legal research and writing, and a strong foundation in legal concepts and analysis, including coursework in family law and juvenile mediation. While interning with the Child Advocacy Commission in Durham last semester, I assisted with a diverse set of legal issues ranging from child custody matters to divorce actions which included interviewing clients, drafting legal documents and filing complaints. During this time, I also gained certifications in key areas relating to mediation services. Through participating in client intake and supporting attorneys at hearings, I was able to develop thorough fact-finding and investigation skills while honing effective communication skills. Most importantly, this internship furthered my desire to dedicate my legal career to family law. Given my experience and skill sets, I have the foundation to be an effective summer associate with your firm.

I hope you find my credentials and experience of interest as I am eager to work in the private sector and put my skills and training to use on behalf of the firm and its client. I have enclosed my resume for review and I look forward to speaking with you. Thank you for your time and consideration.

Sincerely,

Great Law Student

Enclosure

Cover Letter Sample

123 Alder Moor Road
Raleigh, NC 27603

July 5, 2010

Mr. Top Dog, DA
123 Success Avenue
City, NC 27777

Dear Mr. Dog:

As a third-year student at Campbell University's Norman Adrian Wiggins School of Law, I am eager to secure an Assistant District Attorney position for the Fall of 2010. The education Campbell provides has allowed many of my classmates to successfully pursue careers as prosecutors. I am eager to follow in their footsteps.

I seek an Assistant District Attorney position because I plan to become a career prosecutor. I have competed in Moot Court Competitions and was selected to participate in the 2009 and 2010 Moot Court Teams. My success in Moot Court affirms my decision to pursue a career that emphasizes litigation and courtroom practice. Through my course work and externships, I have developed solid advocacy skills which prepare for a career as a prosecutor.

My resume, enclosed for your review, features five years of work experience in the public sector prior to my attending law school. I bring qualities that enhance my legal knowledge and training, such as a steady hand in pressure situations, solution-driven business practices, a strong work ethic and a sincere desire to work as a public servant for the State of North Carolina.

I welcome the opportunity to discuss how I can make a positive impact in your office. Thank you for your time and consideration.

Sincerely,

Top L. Student

Enclosure

Cover Letter Sample

Top L. Student
123 Alder Moor Road
Raleigh, NC 27603

August 10, 2010

Mr. Top Dog
The Top Dog Law Firm
123 Success Avenue
Raleigh, NC 27603

Dear Mr. Dog:

I had the pleasure of meeting you last year when you spoke to Judge Paul Ridgeway's International Law class at Campbell University. Since then, I have sought experiences to develop a foundation in substantive and procedural immigration law. I am now in my final year of law school and seek the possibility of a part-time clerking opportunity with your firm. My resume is enclosed for your review.

My immigration background allows me to manage various projects effectively with minimal instruction and supervision. After interning with the Immigration Court last summer, I am confident of my ability to research immigration law issues thoroughly. Working with the Court solidified my knowledge of asylum law and broadened my experience with removal proceedings, forms of relief, and waivers.

Additionally, I have experience as an Immigration Paralegal that includes completing visa applications for clients, applications for asylum, change or adjustment of status, employment authorization, and advance parole. This experience provides a sound legal basis for determining eligibility for immigration benefits. Since my heart is set on practicing immigration law upon graduation, I am highly motivated to learn unfamiliar areas of immigration law.

I welcome the opportunity to meet with you and will make myself available at your convenience. Thank you for your consideration.

Sincerely,

C. Law Student

Enclosure

Sample Thank You Letter

123 Alder Moor Road
Raleigh, NC 27603

August 29, 2010

Mr. Robert Jones
Jones & Smith
555 Whitney Building, Suite 100
Charlotte, NC 28888

Dear Mr. Jones:

I want to thank you for the opportunity to meet with you on Tuesday. I thoroughly enjoyed discussing the intricacies of your firm's practice.

After meeting with you, I feel that I would be an ideal fit with your firm. I am enthusiastic about the possibility of coming to work with you and Mr. Smith. I see your firm as a place where I can contribute, grow as an attorney, and enjoy a successful career.

Thank you again for your time and consideration. I look forward to hearing from you soon.

Very truly yours,

Top L. Student

Thank You Sample

123 Aldermeer Road
Raleigh, NC 27603

August 29, 2009

Ms. Robyn Carson
Recruiting Coordinator
Jones & Smith
200 North La Salle Street, 10th Floor
Charlotte, NC 60602

Dear Ms. Carson:

Thank you for arranging a great schedule of interviews at your firm. I thoroughly enjoyed my meeting your colleagues last Friday.

I appreciated the opportunity to meet with all five attorneys. Carol Jones and Dick Smith discussed in depth their growing trust and tax law practice. Tom Brown, Jim Johnson and John Wong conveyed their positive experiences as associates. All of them convinced me that Jones & Smith is an ideal firm for me. As a result, I remain very interested in joining your firm as part of the 2010 Summer Associate Program.

Thank you again for your assistance. I look forward to hearing from you.

Sincerely,

Top L. Student

Acceptance Sample

123 Alder Moor Road
Raleigh, NC 27603

August 29, 2010

John Smith, Esq.
Jones, Smith & Quiver
4000 Wilshire Boulevard, 5th Floor
Los Angeles, CA 90010

Dear Mr. Smith:

I am so pleased to accept the summer associate position in the 2011 Summer Program at Jones, Smith & Quiver.

Your letter of August 24 indicated a start date of May 27, 2011. During the interview process, a twelve week time period was mentioned. Unless I hear otherwise, I plan to work the full 12-week program which sets my last day as Friday, August 6th.

Thank you for your time and consideration. I look forward to working with all of you this summer.

Sincerely,

Top L. Student

Decline Offer Sample

123 Alder Moor Road
Raleigh, NC 27603

October 29, 2009

Mr. Top Dog
The Top Dog Law Firm
123 Success Avenue
Raleigh, NC 27603

Dear Mr. Dog:

I appreciate your letter of November 1, inviting me to participate in your 2010 Summer Associate Program. Following much consideration, I have decided to decline the offer as I am accepting another position.

I enjoyed meeting you and all of the attorneys with whom you arranged for me to meet. I appreciate your interest in me as a summer associate candidate.

Thank you for your time and consideration.

Sincerely,

Top L. Student

Action Verbs For Resumes and Cover Letters

accomplished	dramatized	implemented	predicted	recruited
addressed	defined	inspired	perceived	reported
anticipated	detected	investigated	persuaded	sold
arranged	distributed	influenced	protected	set up
achieved	disproved	instructed	purchased	sketched
administered	delivered	illustrated	presented	solved
advised	devised	initiated	prepared	showed
analyzed	discovered	inventoried	produced	scheduled
assembled	diverted	identified	promoted	selected
assessed	established	instituted	prescribed	summarized
audited	evaluated	increased	printed	surveyed
attained	edited	judged	programmed	served
acted	explained	kept	processed	supervised
adapted	estimated	listened	publicized	supplied
arbitrated	enforced	led	provided	shared
built	experimented	learned	problem-solved	shaped
budgeted	examined	logged	projected	separated
coached	eliminated	lectured	photographed	sorted
coordinated	expanded	made	proofread	treated
created	founded	memorized	questioned	trained
computed	formulated	motivated	reasoned	tested
consulted	fixed	maintained	raised	translated
communicated	followed	managed	represented	took
counseled	filed	mediated	researched	taught
calculated	financed	monitored	remembered	talked
constructed	generated	mentored	resolved	traveled
completed	gathered	manipulated	retrieved	transcribed
controlled	guided	modeled	responded	typed
collected	helped	navigated	repaired	tutored
conducted	hypothesized	negotiated	reviewed	used
consolidated	handled	operated	recommended	upgraded
conserved	headed	ordered	referred	understood
checked	invented	organized	read	undertook
classified	improved	offered	recorded	understudied
designed	improvised	observed	related	utilized
developed	inspected	obtained	reduced	unified
diagnosed	informed	oversaw	received	washed
determined	interpreted	performed	restored	wrote
directed	interviewed	played	realized	worked
decided	installed	planned	reconciled	weighed
displayed				