

Out-of-Town Job Search Guide

2017 – 2018



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INTRODUCTION

Every year, many Akron Law students conduct job searches outside of Northeast Ohio. Some students, originally from other states, are eager to move back home after graduation, while others, native to Akron or Northeast Ohio, seize the opportunity to move to a new city to begin their legal careers. In all cases, conducting a job search outside your current geographical location requires you to research, be organized, and plan ahead. This guide provides useful information on how to conduct an out of town job search, and provides helpful resources available from the Career Services Office (“CSO”). As you conduct your out of town job searches, the CSO is available to help you with job searching tips and tools, resume reviews, drafting cover letters, interviewing skills, and much, much more. We look forward to working with you throughout your law school career and as alumni.

CSO RESOURCES

AkronLawJobs Database: <https://law-akron-csm.symplicity.com/students/>

The CSO maintains a job posting database on Symplicity, called AkronLawJobs, which lists positions for law students as well as post-graduate attorney postings. All Akron Law students and graduates have access to the AkronLawJobs site, which is password protected. To obtain your username and password, please email lawcareerplanning@uakron.edu.

Intercollegiate Job Bank: https://www.law2.byu.edu/Career_Services/jobbank/

The Intercollegiate Job Bank, maintained by Brigham Young University Law School, contains job postings from law schools around the country. The Job Bank is password protected. Please email lawcareerplanning@uakron.edu for the most current password.

CSO Website: <https://www.uakron.edu/law/career-services/>

The CSO website contains a lot of resources that pertain to out-of-town job searching.

CSO Blog: <http://blogs.uakron.edu/law/category/career-planning/>

The CSO maintains a blog to inform students of job search tips, professional development advice, networking opportunities, on campus events, career opportunities and other important information. Please add the blog to your favorites, or subscribe to its posts, so that you may stay informed of all CSO happenings and events.

The Career Connection and The Alumni Career Connection: Each Friday, the CSO emails all currently enrolled students the CSO's newsletter, "The Career Connection", and on the 15th of each month, the CSO emails all alumni who have subscribed, the "Alumni Career Connection." Both newsletters are available free of charge and contain a variety of job search information, including out of state positions. To sign-up for the Alumni Career Connection, visit our website: <https://www.uakron.edu/law/career-services/students.dot>

CSO Resource Library: Located on the 2nd floor of the Law School, the CSO Resource Library provides a wealth of information to students researching out-of-town job opportunities. The library contains books, binders and other publications. Additional resources available from the CSO include contact information, available upon request, for University of Akron School of Law alumni practicing in various cities and states throughout the country.

RECIPROCITY

Reciprocity allows Akron Law students and alumni to receive access to some or all of the career services resources of another ABA accredited law school. This can be a useful tool for students seeking employment outside Akron, Ohio. Many law schools, including Akron, have strict guidelines as to when they will grant reciprocity and for how long they will grant it. Please be sure you carefully read and understand the reciprocity policy of the school you are requesting access to and that you make your request at the time you are able to take the fullest advantage of the privileges extended to you. Each school's policy should be located on the career services webpage. To request reciprocity, please email our office at lawcareerplanning@uakron.edu, as the CSO will need to send a letter and information to the requested school at least two (2) weeks in advance of your visit.

The Akron Law Reciprocity policy which follows is similar to the reciprocity policies of many other law schools. The Career Services Office of the University of Akron School of Law is available to law students and graduates of ABA accredited law schools who grant Akron Law School students and graduates the same opportunity. A letter of introduction from the Director of Career Services or another Career Services staff member requesting reciprocity should be received by Akron Law two weeks prior to any initial visit. Requests should include the address of the reciprocity visitor and state the individual's graduation date.

Reciprocity will be granted to Ohio law schools on a one-to-one basis only.

Akron Law offers the following reciprocal career services: a) job listing board, with the exception of "blind ads," b) in-office use of resource library materials, c) other career services materials, and d) NALP publications. Akron Law is unable to provide reciprocity visitors with participation in campus interview appointments, individual counseling services, resume review or referral or access to password-protected services and online job listings. Keep in mind other schools' reciprocity policies may be similar.

Reciprocity is valid for three months from the date of the initial visit. Reciprocity will not be available between August 1 and November 15 and between February 1 and March 15. One renewal request may be made per calendar year.

Reciprocity visitors must abide by office procedures and identify themselves on each office visit by presenting a copy of the letter granting reciprocity. Walk-in requests will NOT be honored. Services are provided to visitors in person; no employment information will be provided by mail or over the telephone. When responding to notices found in the Akron Law CSO, visitors are required to state in their cover letters to employers that they learned of the position through a reciprocal agreement between the visitor's school and the Akron Law School Career Services Office. Other law schools may have similar requirements so be sure to ask the offices you visit.

In any given year, reciprocity will be limited to a particular number of visitors per law school if the number of requests is excessive. Services may be denied to any individual who misuses the facilities or services.

Code of Conduct for Law Students – Do's and Don'ts

- Do give your CSO staff sufficient notice for them to initiate the reciprocity request. Read and honor the reciprocity policy of the host school.
- Do make an appointment with your host law school. Walk-in or drop-in requests are not advised.
- Do bring your student I.D. card or, if you are a graduate, your bar membership card.
- Don't ask for services that are not delineated in the host school's reciprocity policy.
- Don't speak poorly of your own law school's career services staff or facilities.
- Do mention in your cover letter to employers that you obtained their job listing through the career services office of another school.
- Do give feedback/suggestions to your law school's career services office about resources which you found helpful and which are not available at your law school. Career services professionals always welcome and value feedback from their students and graduates.
- Do remember that the host law school's students and graduates have first priority for the use of the career services staff and facilities.
- Do act professionally at all times and remember you are a representative of The University of Akron School of Law.

NETWORKING

“Networking” means meeting and getting to know people, having them get to know you, and developing sincere and meaningful relationships with them. Networking is a very important job search tool. It is one of the most useful means for getting to know people who can give you information about potential legal jobs, or can introduce you to other attorneys who may assist you with your job search. The goal of networking is to build professional relationships that will assist you in the future with your legal career development. It is never too early to start building your professional network.

Networking is one of the most effective ways to find a legal position, as many positions are not advertised but filled through word of mouth. Often times, employers would rather interview and hire someone whom they know personally or who comes recommended by someone they trust. Effective networking will lead to advice, information and referrals, all of which are invaluable tools for a job search. Take advantage of the opportunities and start your professional network now!

To develop a network, make contact with anyone you know who may have information about a job opening, or who may know someone else with information or a lead for a job. That can encompass a wide array of people including relatives, friends, previous and current co-workers, professors, previous and current classmates, alumni from your college and law school and acquaintances from community groups, including members of the local bar associations.

When conducting an out-of-town job search, you should take advantage of your time spent outside of Akron. If you will be visiting a geographical area where you would like to work, for example, your hometown, reach out to contacts ahead of time to determine whether they will be able to meet with you while you are in town. Perhaps you could meet them for coffee or an informal lunch. Also, take advantage of the different events available to you while there, such as bar association events, community events and even private parties with friends, family and former classmates. Do not underestimate the value of a social function for networking purposes. An informal conversation with someone at a cocktail party, wedding, lunch, dinner party or golf game can ultimately lead to a job opportunity! If you attend a social activity, and you meet someone whose career interests you, or has contacts in a particular area, you can end the conversation by exchanging business cards or phone numbers and expressing your interest in speaking to the contact or getting together in the future. Follow up in a couple of weeks by asking the person out for coffee or lunch.

Here are a few tips to keep in mind while networking: Prepare a 60 second biography about yourself – a “personal pitch”- that introduces yourself, briefly describes your education and work experience, and highlights your strengths. Lead the conversation by asking interesting and educated questions. Pass along information, and have business cards or your resume handy. Always follow up with the people you meet.

Remember, the goal of networking is to meet people and get their advice on job searching, so be sure to ask for information only, and not a job.

ALUMNI NETWORKING

The Career Services Office provides many opportunities for current students to meet and network with Akron Law School alumni. For a list of Akron Law School Alumni events planned around the country, please go to <https://www.uakron.edu/law/giving/>. Attending events in various cities with Akron Law alumni is a great job-searching tool and a good way to meet attorneys in geographic regions you are interested in working.

Also, contact the CSO to obtain a list of Akron Law alumni living and working in various cities throughout the country, and outside the United States. The purpose of contacting Akron Law alums is to get their guidance and assistance with your job search in their region, not to ask for a job with their firm or company. Keep in mind, networking with Alumni may eventually lead to a job!

GATHERING INFORMATION – DO YOUR HOMEWORK!

Gathering information about jobs through informational “interviews” is a great way to learn more about an area of practice and ultimately find a job. This process requires you to do your homework and research. Informational interviewing involves researching and gathering career information from those who already work in a certain field or practice in a certain area of law, or work in geographic locations that interest you. Informational interviews are not job interviews, although they may often lead to job offers.

Follow these steps to conduct informational interviews:

1. Identify potential contacts. Use Martindale-Hubbell (www.martindale.com) to identify attorneys practicing in the geographical areas in which you are interested. This database is also useful in identifying University of Akron School of Law alumni for your network. As previously mentioned, you may contact the CSO to request information about alumni working in a certain city or region. Along with Akron Law alumni, you may also want to contact alumni from your undergraduate institutions working in the legal community.

2. Send letters to attorneys introducing yourself and politely requesting information. Keep a detailed chart/list of each attorney you reach out to, the date you sent the letter, and any follow-up required. Send your résumé along with your letter. Your letter should be brief and explain the connection you have with the attorney, such as attending Akron Law. State your interests, and request a brief informational interview at their convenience. State that you are sending a resume for informational purposes only. End the letter by stating that you will follow up with a phone call. Be sure to actually follow up!

3. Follow up with a telephone call about one week to ten (10) days after sending the letter. Reiterate your interest in a brief informational interview/meeting, and assure them that you are not looking for them to offer you a job. Be open to either a phone call or in-person interview. Be flexible – the attorney’s time is valuable! If the person declines the opportunity to meet with you, simply thank them for their time and move on to the next person on your list. If the person agrees to an informational interview, prepare for it by researching the person you are meeting with and his or her firm/employer, and formulate educated and intelligent questions.

4. During the informational interview/meeting, ask your educated and intelligent questions. Act as you would in a formal job interview by being polite, punctual and professional, including your attire. Be prepared to lead the conversation by asking questions. If you meet during a meal or for coffee, you should offer and be prepared to pay. If the attorney insists on paying, be sure to thank them.

5. At the end of the interview/meeting, ask for the names of other people that may be able to help you and ask if it would be permissible for you to contact those persons. Get permission to use the interviewee’s name when you contact those persons.

6. Immediately send a thank you e-mail or letter letting them know how much you appreciate their time and advice. You should keep in touch with all your contacts during the rest of your job search and let them know of any job offers and opportunities you receive, especially as a result of their assistance.

OUT-OF-TOWN JOB SEARCH TIMELINE

First Year, First Semester

- **August (January for Spring Start)**
 - Attend first-year orientation session (includes part-time and full-time students)
 - Identifies and explains resources available through CSO.
 - Helps plan steps to prepare you for law school and professional development.
 - Consider specialization vs. general practice: start thinking about what kind of law you are interested in pursuing and what courses excite you.
 - Specialization: will want to build up documented record of interest and experience in that specialty (e.g., civil rights law, union law, health care law, international law, legal services for the poor, intellectual property, etc.).
 - General Practice: will want to build up a record of well-rounded experience in traditional areas of law (e.g., business, transactional, litigation, criminal, estate planning, etc.).
 - Consider which law school and community organizations share your interests, or will expose you to areas of law within your interests so you can learn more about those areas and future career opportunities within those areas. This is also a good way to start building relationships for future networking opportunities.
- **September (February for Spring Start)**
 - Concentrate on studying to get the best grades possible and adjust to law school.
 - Attend CSO workshops/information sessions to learn about practice areas, gain tips on job searching, and obtain other information not available elsewhere. Calendar of events is in the Career Connection and on our webpage.
 - Follow us on Twitter: @AkronLawCareers.
 - Attend Meet & Greet Event at Akron Law with the Akron Bar Association/OSBA.
 - Join the Akron Bar Association - a student membership is \$25. Join other local bars as well.
- **October (March for Spring Start)**
 - Attend CSO workshops.
 - Attend First Year CSO Orientation:
 - NALP guidelines restrict CSO's access for 1L students to after **October 15** and **March 15** for Spring Start students. Soon thereafter, CSO will host a mandatory 1L Orientation.
 - This mandatory orientation provides information that is critical to your second semester and first summer. For example:
 - How to start (applying, networking, etc.) on job search strategies, etc.
 - You will also receive your CSO Handbook.
 - Overview of clinics, externships, internships, Public Interest Law Program, pro bono, etc.
 - Schedule individual appointments with Assistant Director Bencze (our designated 1L professional.)

- Log on to Symplicity/AkronLawJobs upon receiving email notification from our office. Create your individual profile.
- Study. Also get plenty of rest, exercise and healthy diet. This will help with stress, which will help with exams, which will help you get interviews!
- Socialize with your law school classmates – they will be your future colleagues. You never know when a law school classmate will be in position to pass on your resume, act as a reference, or even hire you.
- **November (March/April for Spring Start)**
 - Continue to attend CSO workshops/presentations.
 - Review the CSO handbook, as well as resources available on the CSO Resource Library, specifically resume and cover letter handouts.
 - Prepare a draft resume and cover letter and schedule an appointment with Assistant Director Bencze to review.
 - Day and evening appointments are available.
 - Telephone appointments are possible if necessary.
 - 1L Part-time students can make appointments as early as August or January if Spring Start.
 - Identify opportunities for first-year summer positions, including internships with large, medium and small firms, both local and non-local, public interest opportunities, and judicial clerking.
 - Special note to Spring Start students: consider taking summer courses, participating in clinics, or volunteer work.
- **December**
 - Begin applying for first year summer associate programs: Large-firm employers associated with the National Association of Legal Professionals (NALP) start accepting applications on December 1 annually.
 - Large firms require students with excellent grades, generally top 10-15%.
 - It is likely that first-year grades and/or class rank will not be released before submitting applications.
 - Important: update applications once you have your grades/rank.
 - Review the governmental summer internships requirements and submission timelines.
 - Gold standard: Arizona Law Government Honors and Internship Program Handbook available on the CSO Resource Library. See us for the password.
 - Start sending out resumes and making contact with small and medium sized law firms.
 - Utilize online legal directories such as Martindale.com or local bar directories to locate firms in your area.

Semester Break (Spring Break for Spring Start)

- Have a plan to make your break productive
 - Contact local attorneys and schedule time to meet with them for coffee or lunch.
 - Do not make it all about resumes and interviews and jobs. Going in with this attitude will only turn off potential employers.

- Remember, your goal is to get substantive legal work, not necessarily a job. Establish networks, make contacts, create relationships. Those will hopefully turn into a job, an internship, or even just a “shadowing” experience at a later time.
- Mail/email resumes and schedule interviews over the semester break where opportunities are available.
- Call or visit hometown attorneys over the break, and follow up with a resume and cover letter.
 - Include in your cover letter information learned during your discussions, and include information that shows you have local connections.
 - Start networking for summer clerkships.
- Take advantage of every opportunity presented to you.
 - If an attorney offers you coffee – take it.
 - If the county prosecutor offers for you to observe a trial – go.
 - If a partner offers you the chance to shadow him / her – do it.

First Year, Spring Semester

- Fall Start Students: prepare application materials, resume and writing samples after first semester exams.
 - Have final resume reviewed by CSO in January – do not wait!
- **January**
 - Large firms will continue to accept applications.
 - Attend all CSO workshops and presentations.
 - Discuss research assistant positions with professors for summer and the next academic year.
 - Apply to smaller-sized law firms for summer jobs.
 - Meet with Assistant Dean O’Brien to discuss summer externship opportunities.
 - Participate in the Minority Clerkship Program through the Akron Bar if applicable. Check the Career Connection for application guidelines. *Open to Spring Start students.*
- **February**
 - Spring On-Campus Interview (OCI) and resume collection. Spring Starts: check with the CSO to see if you meet the hiring criteria for the employers coming to campus.
- **February/March/April**
 - Apply to smaller-sized law firms for summer jobs.
 - Spring OCI Program continues.
 - Attend CSO Workshops and presentations.
 - Join student organizations and legal fraternities.
 - Great opportunity for current and future networking.
 - Shared activities are fun and often benefit the local community.
- **March**
 - Set up an appointment for a mock interview with Assistant Director Bencze or Dean O’Brien.
 - Attend the government and public interest information fair – dress appropriately and bring your resume.
 - Multiple students in last year’s entering class obtained summer internships by attending the fair and making good impressions.

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Career Services Office

- Inquire with CSO about externships and the Public Interest Law Fellowship Program.
 - Externships: legal placement for credit
 - Fellowships: obtain volunteer public interest job and apply for a monetary award
 - Deadline for PIL Fellowships is customarily mid-April. Pay attention to the Career Connection for actual date and time. Also, look out for other fellowships beyond the PIL Fellowship. Check Equal Justice Works and PSJD.
- **April**
 - Register for national job fairs such as Minority, Patent Law and Public Interest, etc.
 - Try out for Moot Court and Trial Teams.
 - Attend orientation for Fall OCI Recruitment Programs. Note: 2 Year JD students are welcome to attend!

First Year Summer

- Apply for Law Review and/or related, e.g., Tax Journal, IP Journal, etc.
 - Grade on and Write on
- Work part-time or full-time in law-related position.
- Take summer classes.
- Consider study abroad, internships, and externships. *Note: if you have fewer than 28 credits at the conclusion of your 1L year, you will need written permission from Dean O'Brien to enroll in an externship.*
- Update resume and cover letter.
- Identify and prepare writing sample.
- Keep in touch with CSO to learn about opportunities.
- Watch your e-mail for information from CSO regarding Fall OCI Program.
- If eligible, prepare to participate in the Law School's Fall OCI Program.
 - CSO will send, via email, a packet of Fall OCI participant employers.
 - Respond to the opportunities where you **meet the employer's stated criteria.**
 - **Rising 2Ls, including part-time, full-time, and 2 YR JD students are eligible for fall OCIs.**
- No later than **August**, conduct a "mass mailing" of resumes and tailored cover letters to as many legal employers as possible, including large-firm employers not participating in the Fall OCI Program.
 - Research employers on-line. Some examples include:
 - Martindale Hubbell -- <http://www.martindale.com/>
 - National Association of Legal Professionals (NALP) Directory of Legal Employers -- <http://www.nalpdirectory.com/>
 - PSJD (NALP's Public Service network) -- <http://www.psjd.org/>
 - Law School Job Bulletins – You may access job opportunities posted by other law schools throughout the U.S. by accessing the Job Bank through Brigham Young University Law School at https://www.law2.byu.edu/Career_Services/jobbank/. Contact the CSO for username and password.
 - Contact CSO for more information and assistance.
- **June/July**
 - Review CSO Fall OCI Program package and instructions sent via email.
 - Call CSO if you have not received by mid-June.

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- Make appointment with Dean O'Brien to discuss employer research as necessary.
- Note: CSO **is open** during the summer. Update resume, writing sample and order new transcripts.
 - You should order new transcripts and scan a clean copy each semester.
- Request resume / cover letter review from CSO.
- Review the "Interview Bootcamp" handout online and participate in the Mock Interview program with local attorneys held in July (or anytime by arrangement throughout the school year).
- Remember to get resumes and tailored cover letters **out by the deadlines** to large-firm employers participating in the Fall OCI Program (using Symplicity/AkronLawJobs).
 - **Must** follow the CSO OCI packet schedule for application deadlines and requirements.
- **August**
 - Send your resume, cover letter, etc. to firms who are not participating in the Fall OCI Program.
 - **Important: Many law firms, including most small law firms, do not participate in on-campus recruiting. Firms that are unable to participate in the OCI Program often request the CSO to collect designated application materials and forward them to the respective employer for consideration.** The Fall list of employers requesting resume collects is included in the Master Fall OCI Program.
 - Participate in Fall OCI Program. Fall OCI is traditionally a second year program, so 2FT/3PT students who meet an employer's criteria are more in demand for the OCI Program (including 2 YR JDs.)
 - OCI is an outstanding opportunity to jump start your legal career early. If you meet an employer's stated criteria, **do not miss out.**
 - If you are not eligible for Fall OCI, or are a 3FT / 4PT student, do not sit on your hands!
 - Make an appointment to meet with Dean O'Brien.
 - Pay attention for CSO workshops targeted to help your specific situation or seek out assistance from CSO!
 - CSO has effective strategies and ideas for job searching for the vast majority of students who do not qualify for OCI.
 - If you have not already, join the Akron, Ohio and American Bar Associations as a student member. Participate in committees as a way to both network and to learn about legal practice areas and opportunities in your area. Various discounts are available to Bar members, and are worth pursuing for later Bar courses, etc.

Second Year, Fall Semester

- **Throughout Second Year**
 - Attend CSO workshops and presentations.
 - Pick up your 2L Handbook from the CSO.
 - Participate in Bar Association Committees, Continuing Legal Education (CLE) courses and other mentoring/networking opportunities.
 - Start developing your contact and networking list! Make sure you are making yourself a known member of the legal community.

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- Contact alumni in the area you would like to practice in after graduation, and set-up informal meetings, informational interviews, lunches, etc.
- **September/October**
 - Attend CSO workshops and information sessions.
 - Meet with CSO to discuss judicial clerkships if you are interested. Applying for clerkships can be difficult and complicated.
 - Prepare materials and seek letters of recommendation for federal clerkships. Start learning the in's and out's of OSCAR.
 - Some state courts hire one year out. Contact CSO for help if you are interested in applying to State trial or appellate courts.
 - Meet with Dean O'Brien to discuss externship opportunities for spring semester.
- **October**
 - Fall OCI continues.
 - Re-Attend Career Orientation (if desired). Spring Start students encouraged to attend!
- **October-December**
 - STUDY and WORK HARD. The second year in law school is, for most students, the most difficult and demanding. Your time will be stretched and much will be expected of you. Learn to multi-task and work hard; it is a precursor to your life as an attorney.

Winter Break

- Rest.
- Continue to fine tune your resume and cover letter – continual “tinkering” is essential
- Continue networking and maintaining your web of contacts. This includes: follow up emails/calls with those you have already met, sending out new resumes, and requesting informational interviews.
- Investigate volunteer opportunities to gain additional experience in desired field and to accumulate Pro Bono hours toward your graduation requirement.

Second Year, Spring Semester

- **January**
 - Meet with Dean O'Brien (our designated 2L/3L professional) to review current version of resume and cover letter.
 - Meet with Dean O'Brien to discuss externship opportunities for summer.
 - Complete an application for the Akron Bar Pathfinder Program to obtain a mentor.
- **February**
 - Spring OCI begins.
 - Attend Spring OCI information session.
- **February/March**
 - Spring OCI Program continues.
 - Government and Public Interest Information Fair.
 - Start preparing judicial clerkship application materials (federal and those state courts who you have not already applied to).

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- Note: state level judicial clerkships tend to vary more in their deadlines. Contact courts and/or CSO for assistance determining hiring cycles for state courts.
- You will need multiple letters of recommendation, writing samples, etc.
 - Contact your recommenders early because it often takes a long time to get a recommender to actually get the letter to you.
- Investigate application timelines and application means.
 - OSCAR for federal clerkships has very defined timelines. CSO can help.
- Federal Law Clerk Information Hiring System website:
 - <https://oscar.uscourts.gov/>
- **January/February/March**
 - Apply for summer jobs with medium and small firms -- the earlier the better for medium firms.
 - Some jobs will be available later than this, especially in smaller firms, so stay in touch with CSO.
 - Attend Career Workshops and presentations and continue reading the Career Connection and checking AkronLawJobs/Symplicity.
 - Contact Dean O'Brien regarding out-of-state job searching tools, including Reciprocity.
 - Akron Bar Pathfinder Mentors are assigned and events take place.

Summer

- Work. Your goal should be to have a paid legal job for the summer. If you are public interest minded, a full time job at a public interest organization (which may be paid or not).
 - Participate in the Externship Program / Public Interest Law Fellowship Program.
 - I.e., prosecutor/public defender offices, court and other opportunities.
 - Work at the Akron Law Clinics.
- Apply for Law Review or other Law Journals – editorial staff.
- Apply for Federal Clerkships – end of June deadlines. See above. <https://oscar.uscourts.gov/>
- **July**
 - Attend Department of Justice online webinars for Honors Program information.
- **August**
 - Update resume, writing sample, and order new transcripts.
 - Continue to meet with Dean O'Brien to review your resume, cover letter, and practice interviewing.
 - By August, remember to send out “directed mass mailing” of resumes and tailored cover letters to as many legal employers as possible, including large-firm employers not participating in the Fall OCI Program.
 - Identify employers specifically interviewing 3D/4E during Fall OCI, and prepare resume and tailored cover letters. Participate in Mock Interview program by arrangement throughout the year. You can always improve your interviewing skills.
 - Participate in Fall OCI Program (limited opportunities as compared to 2L year).
 - Network!
- **NOTE: If you have been working at a law firm as a summer associate, most firms will want you to continue working throughout your third year. THIS IS A GOOD THING and should be done. At this point in your career, you will need to learn how to balance your job with your classes. Quitting your**

job despite the employer's continued interest in you to make time for school is not a good idea. You will have to learn how to make time for both!

Third Year, Fall Semester

- **September**
 - Apply for Federal Honors programs
 - Presidential Management Fellowship.
 - Honors programs (i.e., Department of Justice, Department of Housing and Urban Development, etc.) are typically due around Labor Day.
 - Details available in the Career Connection and on the Akron Law blog.
 - Follow federal law clerk hiring process for applying to particular federal courts.
- **October**
 - Fall OCI Program continues.
- **November**
 - Note to December Grads: complete your exit interview with the CSO. Information packet will be emailed to you in September.
 - Contact CSO to develop job strategies to target small to mid-size firms that do not participate in OCI Program.
 - Continue to network through law school, alumni and Bar Association events, as well as reaching out to the legal community for mentoring.
 - Most lawyers will respond positively, but **you** have to reach out to **them**.
- **December**
 - Continue to update resume and cover letters.
 - Continue to build your professional network - send out resumes and request informational interviews over the break.
 - Investigate volunteer opportunities to gain additional experience in desired field.

Third Year, Spring Semester

- **January**
 - May Grads: You will receive your CSO graduation requirements:
 - Exit interview, Employment survey, Directory information, Job seeker resources.
- **February**
 - Make appointment with CSO to tailor your employment searches.
 - Participate in Spring OCI Program where applicable.
 - Schedule your exit interview with the CSO.
 - Network – time to reconnect and make new connections with members of the legal community!
- **March**
 - Continue participating in CSO workshops and programs.
 - Government and Public Interest Information Fair (some participants may interview that day).

- Consider setting up informational interviews and conducting outreach to attorneys in your desired field/practice area. Keep an updated spreadsheet of your contacts/follow-up items. The CSO can help you with this!
- **April**
 - Deadline for submitting completed graduation interview, employment survey and directory information to CSO.
- **May**
 - Graduation!
 - Stay in touch with CSO for continued opportunities and alumni counseling.
- **June - December**
 - Many opportunities **for graduates come up from June to December**, particularly after Bar passage. Continue to check your Zips email!
 - Apply to posted positions on AkronLawJobs, the blog, and the Career Connection. Cast a wide net!
 - Join the Law School Alumni Association.
 - Continue clerking for your current employer while awaiting bar results if offered this opportunity.
 - Keep developing and working your career and networking plan.

Prepared by the University of Akron School of Law Career Services Office, June 2017

JOB FAIRS

Legal Job Fairs are held throughout the country and offer a wonderful opportunity for law students to seek employment in private and public sectors in various geographic regions, and to network with legal professionals throughout the country. Please note, many of the job fairs listed below require pre-registration and there may be a bidding process for interviews, so visit the websites listed below and mark your calendars with all registration deadlines and be sure to register on time! Also, please note that this list is not exhaustive and CSO may notify you of new job fairs as we learn about them.

Job Fairs are typically set up as a large room filled with multiple firms and/or organizations at tables and are a great opportunity for networking as you “table talk” with the potential employers. Here are a few tips to keep in mind for table talk:

- Have plenty of packets to hand out to the employers you visit containing a cover letter, resume and writing sample.
- Try not to travel from table to table in a pack with friends or fellow students from your law school. Approaching an employer alone shows your confidence and your interest in their firm or organization.
- Visit several employers at a job fair to “practice” your personal pitch and your networking skills before you visit the table(s) of the organizations/firms you are the most interested in.

The Boston Lawyers Group Job Fairs, Boston, MA

Held in July/August, these job fairs are for law students of color interested in working in Boston for their post-graduate career. There is a reception the evening before each job fair which students are strongly encouraged to attend. Selected candidates will interview with BLG employers. For more information, please visit <http://www.thebostonlawyersgroup.com/events/>.

The Delaware Minority Job Fair, Wilmington, DE

Each year, the Delaware Minority Job Fair Committee holds two job fairs designed to increase diversity within the DSBA by recruiting women, students of color and other underrepresented groups to the practice of law in Delaware. Participants at the job fairs include law firms, corporations and governmental legal employers, who seek to hire first, second and third-year law school students. The job fair for second and third-year students is held annually in the late summer or early fall. The first-year students have a separate job fair which takes place in January of each year. Both job fairs are held on the Wilmington campus of the Widener University School of Law.

In addition to interviews, each job Fair includes a complimentary luncheon, to which members of the Bench, officers of the Delaware State Bar Association, leaders of the minority professional community, political figures and local civic leaders are invited. The students, interviewers and luncheon guests are encouraged to mingle informally both during and after lunch. The Job Fair provides a rare opportunity for law students not only to interview with a number and variety of well-respected Delaware employers, but also to learn about the practice of law in the State from the leaders of its legal community. For more information, please visit <https://www.dsba.org/sections-committees/sections-of-the-bar/multicultural-judges-lawyers/>

Equal Justice Works Career Fair and Conference, Washington, D.C.

Held in October, this career fair is the largest event of its kind in the country, and typically brings together over 200 public interest employers and over 1000 students. For more information, please visit <http://www.equaljusticeworks.org/law-school/conference-and-careerfair/students>.

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Heartland Diversity Legal Job Fair, Kansas City, MO

Held in August in Kansas City, Missouri, the Job Fair is designed to expose law students of diverse backgrounds to both traditional and non-traditional legal employers. For more information, please visit www.heartlanddiversity.org.

Hispanic National Bar Association Career Fair

Held in early September, the location varies each year. The job fair is open to 2L and 3L Hispanic law students. The HNBA Career Fair provides law students, young and seasoned attorneys and Convention attendees with a tremendous opportunity to meet and network with other leading Latino attorneys from across the country. The Career Fair also plays host to a symposium designed to help law students enhance their marketing skills for the tough legal Career market. For more information, please visit www.hnba.com.

Indianapolis Bar Association Diversity Job Fair, Indianapolis, IN

Open to 2L candidates who represent all aspects of diversity, who are looking for a one-of-a-kind legal community in a Midwestern city that has both cosmopolitan style and small-town charm.

Two scholarships will also be awarded. For more information, visit <http://www.ibadiversityjobfair.org/>.

Lavender Law Conference and Career Fair, Location TBD

Held in August or September, this is the national LGBT Bar Association's Career Fair and is designed to achieve a sense of community and inclusion for LGBT candidates within the legal profession's recruiting efforts. For more information, visit <http://lgbtbar.org/annual/>

Minnesota Minority Recruitment Conference, Minneapolis/St. Paul, MN

Held in August and open to rising 2Ls and 3Ls wishing to work in the Twin Cities. For more information, please visit www.diversityinpractice.org.

Nashville Bar Association's Annual Damali Booker First Year Minority Clerkship Job Fair, Nashville, TN

Held in the Winter (usually February), all interested First Year candidates must send a completed registration form, Student Interview Rankings form, resume, writing sample, and both undergraduate and law school transcripts. For more information, please visit www.nashvillebar.org.

National Black Law Students Association Job Fairs

NBLSA regional job fairs are an opportunity for NBLSA members to interview for summer associate positions, federal and local governments, pro bono, and in-house counsel opportunities. National support includes Symplicity (job bidding) administration and membership verification. Our Job Fair Team includes the National Director of Education and Career Development, the National Job Fair Specialist(s), and the Six Job Fair Specialists from each region. For more information, please visit <http://nblsa.org/regions/mablsa/mablsa-regional-job-fair/>

The National Black Prosecutors Association Job Fair

Held in July, this job fair is open to students and alumni. The location varies by year. For more information, please visit www.blackprosecutors.org.

Northwest Minority Job Fair, Seattle, WA

Sponsored and funded by a consortium of private and public sector employers, the mission of the job fair is to foster access to employment opportunities for historically underrepresented persons in the practice of law, and to provide a networking forum for legal employers and minority law students. For more information, please visit <http://www.nwmjf.org/>.

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Patent Law Interview Program, Chicago, IL

Held in August (two day interview program) and sponsored by Loyola University Chicago School of Law, each year roughly 1,500 law students register for the program, submit their resumes, and bid on interviews with the nation-wide employers that interest them. The program is entirely employer selected - which means that participating employers review the resumes submitted to them and choose the law students they are interested in interviewing at the program. Roughly half of the students registered for the program are selected for interviews each year. For more information, please visit http://www.luc.edu/law/career/patent_students.html.

Rocky Mountain Diversity Legal Career Fair ("RMDLCF"), Denver, CO

The Rocky Mountain Diversity Legal Career Fair provides an excellent forum for legal employers, law students and law school graduates to meet and discuss employment options with the goal of expanding opportunities and assisting the legal profession in fulfilling its commitment to diversity. Legal employers attending the RMDLCF seek to hire law students and graduates from diverse backgrounds that have been traditionally under-represented in the practice of law in the Rocky Mountain region. These include law students and graduates who are ethnic or racial minorities, disabled, and/or gay, lesbian, bisexual or transgender. Law students and recent law school graduates are invited to register and attend the RMDLCF and to apply for twenty-minute scheduled interviews with participating employers. The Rocky Mountain Diversity Legal Career Fair does not condone or support discriminatory hiring practices by an employer against any applicant or student on the basis of age, gender, race, religion, disability, sexual orientation, veteran status, national origin, or any other protected status. For more information, please visit <https://centerforlegalinclusiveness.org/rocky-mountain-diversity-legal-career-fair/>

OUT-OF-TOWN JOB SEARCH ONLINE RESOURCES

ATTORNEY DIRECTORIES

Martindale-Hubbell Lawyer and Law Firm Directory - www.martindale.com

NALP Directory of Legal Employers - www.nalpdirectory.com

Chambers Associate – www.chambers-associate.com

Law Periscope - www.lawperiscope.com/

StateLawyers.com - www.statelawyers.com/

FEDERAL GOVERNMENT

United States Office of Personnel Management - www.opm.gov

USAJOBS - www.usajobs.gov

Federal Jobs Search Page - www.hrsjobs.com

FedWorld - <http://www.thecre.com/fedlaw/legal30/supcourt.htm>

Government Honors and Internship Handbook - www.law.arizona.edu/career/honorshandbook.cfm

- The site is password protected. Contact CSO for password information.

The Hill - www.thehill.com

Leadership Directories - www.leadershipdirectories.com

SELECTED FEDERAL AGENCIES

Agriculture - <http://www.usda.gov/wps/portal/usdahome>

Central Intelligence Agency - www.cia.gov

Commerce - <http://www.commerce.gov/>

Defense - <https://www.defense.gov/>

Drug Enforcement Administration - <https://www.dea.gov/index.shtml>

Education - www.ed.gov

Energy - www.doe.gov

Environmental Protection Agency - www.epa.gov

Federal Aviation Administration - www.faa.gov

Federal Bureau of Investigation - www.fbi.gov

Federal Communications Commission - www.fcc.gov

Federal Election Commission - www.fec.gov

Federal Emergency Management Agency - www.fema.gov

Federal Trade Commission - www.ftc.gov

Food and Drug Administration - www.fda.gov

General Services Administration - www.gsa.gov

Government Printing Office - <https://www.gpo.gov/>

Department of Health & Human Services - <http://www.hhs.gov/>

Housing & Urban Development - www.hud.gov

Interior - www.doi.gov

Internal Revenue Service - www.irs.gov

Justice - www.usdoj.gov

Labor - www.dol.gov

National Transportation Safety Board - www.nts.gov/

Occupational Safety & Health Administration - www.osha.gov

Patent & Trademark Office - www.uspto.gov

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Postal Service - www.usps.gov

Securities and Exchange Commission - www.sec.gov

Social Security Administration - www.ssa.gov

State - www.state.gov

Transportation - www.dot.gov

Treasury - www.ustreas.gov

Veterans Affairs - www.va.gov

STATE LEGISLATURES

National Conference of State Legislatures - <http://www.ncsl.org/>

State Local Government Listing – <http://www.statelocalgov.net/50states-legislature.cfm>

SELECT STATE AND LOCAL GOVERNMENT EMPLOYERS

Atlanta, Georgia

Office of the Fulton County District Attorney

www.fultonda.org/employment

Prosecuting Attorney's Council of Georgia

www.pacga.org

Office of the Attorney General of Georgia

<http://law.ga.gov/02/ago/home/0,2705,87670814,00.html>

Fulton County: Office of the County Attorney

www.fultoncountyga.gov/index.php/county-attorney/

City of Atlanta: Municipal Court, Public Defender's Office

<http://www.atlantaga.gov/government>

The Office of Public Defender, Atlanta Judicial Circuit

www.fultoncountyga.gov

City of Atlanta Online

www.atlantaga.gov

Austin, Texas

Travis County District Attorney's Office

<https://www.traviscountytx.gov/district-attorney>

Travis County Juvenile Public Defender

<https://www.traviscountytx.gov/juvenile-public-defender>

Travis County Mental Health Public Defender Office

<https://www.traviscountytx.gov/criminal-justice/mental-health-public-defender>

Travis County Attorney

<https://www.traviscountytx.gov/county-attorney>

City of Austin, Law Department

<http://www.austintexas.gov/department/law>

Attorney General of Texas

<http://www.oag.state.tx.us/>

Texas General Land Office

<http://www.glo.texas.gov/>

Texas Department of Agriculture

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Career Services Office

www.agr.state.tx.us

Boston, Massachusetts

Suffolk County District Attorney's Office

www.mass.gov/dasuffolk/docs/job_opps.html

Norfolk District Attorney's Office

www.mass.gov/da/norfolk

Middlesex District Attorney's Office

www.middlesexda.com

Essex District Attorney's Office

<http://www.mass.gov/essexda/>

Committee for Public Counsel Services - Public Defender Division

www.publiccounsel.net

City of Boston Law Department

www.cityofboston.gov/law

Federal Public Defender Office, Massachusetts

<http://bostondefender.org/>

Office of the Attorney General Commonwealth of Massachusetts

www.mass.gov/ago

Massachusetts Office of Dispute Resolution & Public Collaboration

www.modr.umb.edu

City of Boston Official Website

www.cityofboston.gov

Charlotte, North Carolina

Mecklenburg County Public Defender's Office

<http://www.nccourts.org/County/Mecklenburg/Staff/Defender.asp>

City of Charlotte, City Attorney

<http://charlottenc.gov/attorney/Pages/default.aspx>

District Attorney's Office, Mecklenburg County

<http://charmecda.com/>

Chicago, Illinois

Office of the Illinois Attorney General

www.illinoisattorneygeneral.gov

Office of the Cook County Public Guardian

www.publicguardian.org

Public Defender, Law Office of the Cook County

<https://www.cookcountyil.gov/agency/public-defender-1>

City of Chicago, Department of Law

www.cityofchicago.org/Law

Cook County State's Attorney's Office

www.statesattorney.org

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Career Services Office

Cleveland, Ohio

Cuyahoga County Prosecutor's Office

www.prosecutor.cuyahogacounty.us

Cuyahoga County Public Defender

www.publicdefender.cuyahogacounty.us

City of Cleveland: Department of Law

<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/Law>

Ohio Attorney General

<http://www.ohioattorneygeneral.gov/>

Office of the Federal Public Defender, Northern District of Ohio

www.fpd-ohn.org

Columbus, Ohio

Franklin County Prosecuting Attorney

<https://prosecutor.franklincountyohio.gov/>

Franklin County Public Defender

http://www.franklincountypa.gov/index.php?section=judicial_public-defenders

Ohio Attorney General

<http://www.ohioattorneygeneral.gov/>

Ohio Secretary of State

<http://www.sos.state.oh.us/>

Cincinnati, Ohio

Hamilton County Prosecutor

<http://www.hcpros.org/>

Hamilton County Public Defender

<http://www.hamiltoncountypd.org/>

City of Cincinnati Law Department

<http://www.cincinnati-oh.gov/law/>

Dallas, Texas

Dallas County District Attorney's Office

http://www.dallascounty.org/department/da/da_index.php

Dallas County Public Defender

https://www.dallascounty.org/government/public_defender/

Dallas City Attorney's Office

www.dallascityattorney.com

Dallas City Hall

www.dallascityhall.com

Denver, Colorado

Colorado State Public Defender, Denver Office

<http://pdweb.coloradodefenders.us/>

The Denver District Attorney's Office

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Career Services Office

<http://www.denverda.org>

Denver City Attorney's Office

<https://www.denvergov.org/content/denvergov/en/city-attorneys-office.html>

Detroit, Michigan

Wayne County Prosecutor's Office

<http://www.waynecounty.com/prosecutor/index.htm>

Criminal Defense Resource Center

<http://www.sado.org/>

Wayne County Corporation Counsel (equivalent to County Attorney)

<http://www.waynecounty.com/corpcounsel/index.htm>

Houston, Texas

City of Houston Legal Department

<http://www.houstontx.gov>

Harris County District Attorney's Office

<http://app.dao.hctx.net/>

Office of the Harris County Attorney

<http://www.hctx.net/coatty/>

Kansas City, Missouri

Missouri State Public Defender

<http://www.publicdefender.mo.gov>

Missouri Attorney General's Office

<http://ago.mo.gov>

Jackson County Prosecuting Attorney

<http://www.jacksoncountyprosecutor.com/>

City Prosecutor's Office

<http://kcmo.gov/law/city-prosecutors-office/>

Los Angeles, California

Los Angeles County District Attorney's Office

<http://da.co.la.ca.us>

Los Angeles County Public Defender's Office

<http://pd.co.la.ca.us/>

Los Angeles City Attorney's Office

<http://www.lacityattorney.org/>

Office of the Attorney General, State of California Department of Justice

<https://oag.ca.gov/>

Los Angeles Official Website

www.lacity.org

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Minneapolis/St. Paul, Minnesota

Hennepin County's Attorney's Office

www.hennepinattorney.org

Ramsey County Attorney's Office

www.co.ramsey.mn.us/Attorney/index.htm

State of Minnesota Board of Public Defense (Minneapolis)

www.pubdef.state.mn.us

Hennepin County Public Defender

<http://www.hennepin.us/residents/public-safety/public-defender>

Minnesota's Attorney General's Office

www.ag.state.mn.us

The St. Paul City Attorney's Office

<http://www.stpaul.gov/index.aspx?NID=67>

The Minneapolis City Attorney's Office

<http://www.ci.minneapolis.mn.us/attorney/>

Nashville, Tennessee

Office of the District Attorney

<http://da.nashville.gov/>

Public Defender

<http://publicdefender.nashville.gov/>

Metropolitan Government of Nashville & Davidson County Department of Law

<http://www.nashville.gov/law/>

Office of the Attorney General and Reporter

<http://www.tn.gov/attorneygeneral/>

New Orleans, Louisiana

Orleans Parish District Attorney's Office

<http://www.orleansda.com/>

New Orleans Legal Assistance Corporation

<http://www.orleanscdc.com/assist.html>

Louisiana Capital Assistance Center

<http://www.thejusticecenter.org/lcac/>

The Capital Appeals Project

www.thejusticecenter.org/cap/cap.html

The Capital Post-Conviction Project of Louisiana

<http://lpdb.la.gov/Serving%20The%20Public/Programs/Capital%20Post%20Conviction%20Project%20of%20Louisiana.php>

New York, New York

New York Attorney General's Office

<https://ag.ny.gov/>

New York City Law Department

<http://www.nyc.gov/html/law/html/careers/careers.shtml>

New York County District Attorney's Office

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www.manhattanda.org

Bronx County District Attorney's Office

<http://www.bronxda.net>

Queens District Attorney's Office

www.queensda.org

Kings County District Attorney's Office

www.brooklynda.org

Brooklyn Defender Services

<http://bds.org/>

The Bronx Defenders

www.bronxdefenders.org

NAACP Legal Defense and Educational Fund Inc.

www.naacpldf.org/content.aspx?article=1089

Legal Aid Society of New York

www.legal-aid.org/

Legal Services NYC

www.legalservicesnyc.org

Center for Appellate Litigation

www.appellate-litigation.org

New York City Official Website

www.nyc.gov/portal/site/nycgov

New York State Public Defense Organizations Listed by County -

www.nclas.org/NYPubDef.htm

Newark, New Jersey

Essex County Prosecutor's Office

<http://www.njecpo.org>

New Jersey Office of the Public Defender

<http://www.state.nj.us/defender/>

Office of the Attorney General: New Jersey Division of Law

<http://www.nj.gov/oag/dcj/>

Orange County, California

Orange County Government Office: County Executive Office

<http://www.ocgov.com/gov/ceo/>

Office of the Public Defender

<http://www.pubdef.ocgov.com/>

Alternate Defender

Phone: (714) 568-4160

Offices of the District Attorney for Orange County

<http://orangecountyda.org/>

Philadelphia, Pennsylvania

City of Philadelphia Law Department

<http://www.phila.gov/law>

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City of Philadelphia District Attorney's Office

<http://www.phila.gov/districtattorney>

Pennsylvania Office of Attorney General

<http://www.attorneygeneral.gov/>

The Federal Community Defender of the Eastern District of Pennsylvania

<http://pae.fd.org/>

The Defender Association of Philadelphia

<http://www.phila.gov/defender/>

Phoenix, Arizona

Maricopa County: Office of the Legal Defender

<http://www.maricopa.gov/legaldef/>

Maricopa County Attorney's Office

www.maricopacountyattorney.org

City of Phoenix Law Department

www.phoenix.gov/law

Maricopa County Public Defender's Office

www.pubdef.maricopa.gov

Office of the Attorney General

www.azag.gov/contact.html

Federal Public Defender: District of Arizona

Phone: (602) 382-2700 Fax: (602) 382-2800 Toll Free: (800) 758-7053

Pittsburgh, Pennsylvania

City of Pittsburgh Law Department

<http://pittsburghpa.gov/law/home>

Allegheny County District Attorney

<http://www.da.allegheny.pa.us/>

Allegheny County Public Defender

<http://www.alleghenycounty.us/public-defender/staff/director.aspx>

Portland, Oregon

Office of Multnomah County Attorney

<https://multco.us/county-attorney>

City Attorney's Office

www.portlandonline.com/attorney/index.cfm?c=28924

Federal Public Defender, District of Oregon

<http://or.fd.org>

Metropolitan Public Defender

www.mpdlaw.com

Multnomah County District Attorney's Office

<http://mcda.us/>

Raleigh, North Carolina

North Carolina Department of Juvenile Justice and Delinquency Prevention

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<https://www.ncdps.gov/juvenile-justice>

North Carolina Department of Justice

<http://www.ncdoj.com>

North Carolina Youth Advocacy & Involvement Office

www.doa.state.nc.us/yaio

Wake County District Attorney

<http://web.co.wake.nc.us/districtattorney>

Richmond, Virginia

Assistant City Attorney

<http://agency.governmentjobs.com/richmond/>

Office of the Attorney General

www.oag.state.va.us

San Diego, California

County of San Diego District Attorney

<http://www.sdcca.org>

San Diego City's Attorney Office

<http://www.sandiego.gov/cityattorney/>

County of San Diego: Public Defender

http://www.sdcountry.ca.gov/public_defender/employment.html

San Francisco, California

San Francisco Public Defender

<http://sfpublicdefender.org/careers>

San Francisco District Attorney's Office

www.sfdistrictattorney.org/

Office of the City Attorney

<https://www.sfcityattorney.org/>

Seattle, Washington

The Defender Association

<http://www.defender.org/>

Washington State Attorney General's Office

<http://www.atg.wa.gov/>

King County Prosecuting Attorney

<http://www.kingcounty.gov/Prosecutor.aspx>

Seattle City Attorney

www.seattle.gov/law/

Seattle City Attorney's Office

<http://www.seattle.gov/law/jobs/>

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Washington D.C.

Public Defender Service for the District of Columbia

<http://www.pdsdc.org/>

Attorney General for the District of Columbia

<http://www.oag.dc.gov>

Washington D.C. Official Website

<https://dc.gov/>

THE JUDICIARY

Oscar – Online System for Clerkship Application and Review- <https://oscar.uscourts.gov/>

Judicial Clerkships - www.judicialclerkships.com

United States Committee on the Judiciary – <http://judiciary.senate.gov>

United States Courts - www.uscourts.gov/courtlinks

Federal Judicial Center – www.fjc.gov

Biographical Directory of Federal Judges – <https://www.fjc.gov/history/judges/search/glossary-search/y>

The Vermont Guide to State Judicial Clerkships – <http://forms.vermontlaw.edu/career/guides/>

- Password required – please contact CSO.

PUBLIC INTEREST

The Public Service Law Network - <http://www.psjd.org/>

Equal Justice Works - www.equaljusticeworks.org

Community Career Center - www.nonprofitjobs.org

Just Advocates - www.just-advocates.com/

Sergeant Shriver National Center on Poverty Law - www.povertylaw.org

National Legal Aid and Defender Association - www.nlada.org

National Fair Housing Advocate Online - www.fairhousing.com

Open Society Institute – www.soros.org

Public Interest Clearinghouse - <http://www.one-justice.org/>

INTERNATIONAL

American Society of International Law - <https://www.asil.org/>

Amnesty International – www.amnesty.org

Employment Website of the United Nations – www.jobs.un.org

International Center for Commercial Law – www.icclaw.com

International Committee for the Red Cross – www.icrc.org

International Finance Corporation – www.ifc.org

International Jobs - www.overseasjobs.com

International Law Students Association - www.ilsa.org

Law Society of England and Wales - www.lawsoc.org.uk

OneWorld - <http://oneworld.org/>

United Nations - www.unsystem.org

The World Bank – www.worldbank.com

World Intellectual Property Organization – www.wipo.org

World Trade Organization – www.wto.org

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NATIONAL, STATE AND LOCAL BAR ASSOCIATIONS

*Remember, Bar Associations may list job openings on their websites and also provide various networking opportunities throughout the year.

NATIONAL BAR ASSOCIATIONS

American Bar Association - www.abanet.org

ABA Career Counsel - www.abanet.org/careercounsel/

ABA Commission on Racial and Ethnic Diversity in the Profession - <https://www.americanbar.org/diversity-portal.html>

American Society of International Law - www.asil.org

Association of Federal Defense Attorneys - www.afda.org

American Association for Justice (formerly Association of Trial Lawyers of America) - <https://www.justice.org/>

Federal Bar Association – www.fedbar.org

Federal Circuit Bar Association - <http://www.fedcirbar.org/>

Hispanic National Bar Association - www.hnba.com

Inter-American Bar Association - www.iaba.org

National Asian Pacific American Bar Association - www.napaba.org

National Bar Association - www.nationalbar.org

STATE AND LOCAL BAR ASSOCIATIONS

Akron Bar Association – www.akronbar.org

Alabama State Bar - www.alabar.org

Alaska Bar Association - www.alaskabar.org

State Bar of Arizona - www.azbar.org

Arkansas Bar Association - www.arkbar.com

Boston Bar Association - www.bostonbar.org

State Bar of California - www.calbar.org

Chattanooga Bar Association - www.chattbar.org

Chicago Bar Association - www.chicagobar.org

Cleveland Metropolitan Bar Association - <http://www.clemetrobar.org>

Colorado Bar Association - www.cobar.org

Columbus Bar Association - www.cbalaw.org

Connecticut Bar Association - www.ctbar.org

Delaware State Bar Association - www.dsba.org

District of Columbia Bar Association - www.dcbar.org

Florida Bar - www.floridabar.org

State Bar of Georgia - www.gabar.org

Hawaii State Bar Association - www.hsba.org

Idaho State Bar - <https://isb.idaho.gov/>

Illinois State Bar Association - www.illinoisbar.org

Indiana State Bar Association - www.inbar.org

Iowa State Bar Association - www.iowabar.org

Kansas Bar Association - www.ksbar.org

Kentucky Bar Association - www.kybar.org

Los Angeles County Bar Association - www.lacba.org

Louisiana State Bar Association - www.lsba.org

Maine State Bar Association - www.mainebar.org

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Maryland State Bar Association - www.msba.org
Massachusetts Bar Association - www.massbar.org
State Bar of Michigan - www.michbar.org
Minnesota State Bar Association - www.mnbar.org
Mississippi Bar - www.msbar.org
Missouri Bar - www.mobar.org
State Bar of Montana - www.montanabar.org
Nashville Bar Association - <https://www.nashvillebar.org/>
Nebraska State Bar Association - www.nebar.com
State Bar of Nevada - www.nvbar.org
Nevada Trial Lawyers Association - www.ntla.org
New Hampshire Bar Association - www.nhbar.org
New Jersey State Bar Foundation - www.njsbf.com
State Bar of New Mexico – www.nmbar.org
New York State Bar Association - www.nysba.org
New York State Trial Lawyers Association - www.nystla.org
North Carolina Bar Association - www.ncbar.org
State Bar Association of North Dakota - www.sband.org
Ohio State Bar Association - www.ohioabar.org
Oklahoma Bar Association - www.okbar.org
Orange County Bar Association - www.ocbar.org
Oregon State Bar - www.osbar.org
Pennsylvania Bar Institute - www.pbi.org
Philadelphia Bar Association - www.philabar.org
Rhode Island Bar Association - www.ribar.com
San Diego County Bar Association - www.sdcba.org
Bar Association of San Francisco - www.sfbar.org
South Carolina Bar - www.scbar.org
State Bar of South Dakota - www.sdbar.org
Bar Association of Metropolitan St. Louis - www.bamsl.org
Tennessee Bar Association - www.tba.org
State Bar of Texas - <https://www.texasbar.com/>
Tulsa County Bar Association - www.tulsabar.com
Utah State Bar - www.utahbar.org
Vermont Bar Association - www.vtbar.org
Virginia State Bar - www.vsb.org
Washington State Bar Association - www.wsba.org
West Virginia State Bar - www.wvbar.org
State Bar of Wisconsin - www.wisbar.org
Wyoming State Bar - www.wyomingbar.org