Four Components

• Clarify your Objectives

• Apply for Posted Jobs & Job Fairs

• Network

• Keeping your materials updated and ready to go
Clarifying your Objectives

“I just want a legal job, any legal job,” is not an objective that will inspire others to help you. Identify the one or two geographic markets, and one or two practice areas, in which you’d like to work. More than that will dilute your efforts, and make it hard to tell a convincing story when you are interviewing.

- Katherine Erwin, Beyond on Campus Interviews.
Clarifying Objectives: Geography

• Think about your geographic area
  • Where do you want to live and why?
  • Do you have to be in a geographic area? If so, why? TELL PEOPLE THAT!
• Be aware that certain markets are better for public interest and government work
  • DC, NYC, California, Chicago
  • Don’t let fear of a bar exam keep you from pursuing your career goals – if you have geographic flexibility, embrace it!
  • Federal jobs USUALLY don’t require a bar – but other attorney jobs in DC will!
  • Need in rural areas
Clarifying Objectives: Practice

• Many public interest employers want to see that you’re a “true believer”
  • This doesn’t mean you have to have done the exact work – think about transferable experience (e.g., working with vulnerable populations; navigating administrative agencies and regulations; language skills)
  • You still have time to fill in gaps in your resume with pro bono or an externship – especially important if you want to enter a field where you have little experience
  • Think about your narrative – “I want this job because...”
Apply for Posted Jobs

• Symplicity
  • Check often!
• USA Jobs*
• Idealist.org*
• PSJD.org*
• Governmentjobs.org
• Arizona Government & Public Policy Handbooks
  http://arizonahandbooks.com/u/WisconsinLaw
  OCPD has the password!

Do not rely too heavily on postings! 70-80% positions not formally advertised – they are uncovered through networking!

*These websites will send you daily/weekly emails with jobs that match your criteria – don’t pass up that opportunity
Apply for Job Fairs

- Equal Justice Works Conference & Career Fair – October (Register by September 14th)
- Midwest Public Interest Law Career Conference – February
- Wisconsin Public Interest Interview Program – February
- Midwest-California-Georgia (MCGC) Recruiting Consortium – July
- National Black Prosecutors Association – July
- Cook County Bar Association Minority Law Student Job Fair – August
- Lavender Law Conference and Career Fair – August

See OCPD website for more complete list: [http://law.wisc.edu/career/jobfairs.html](http://law.wisc.edu/career/jobfairs.html)
Apply for Job Fairs

Equal Justice Works Conference & Career Fair – October (Register by September 14th)

• **The EJW Conference and Career Fair is the largest public interest career fair in the country.**

• The Conference and Career Fair provides access to job opportunities for law students through both formal interviews and informal table talk.

• This is an unparalleled networking opportunity!

• If you are interested in practicing public interest or government law outside of the state of the Wisconsin- Apply! You aren’t committing to go!

• The deadline to bid is September 14, 2015.
3L Jobs

- Fellowships
  - Project-based fellowships (EJW, Skadden, Soros)
  - Organizational fellowships (ACLU, Natural Resources Defense Council, etc.)
- Federal Government
  - Honors
  - Presidential Management Fellowship (Info session 09/16/15)
  - USAJobs and other Federal Agencies
    - Attorney jobs – DHS, SSA
    - Non-attorney jobs – Contract Analyst, EEO Specialist
- State Government
- Non-Profits
3L Jobs

• Upcoming Deadlines
  • Housing & Urban Development, Department of Legal Honors Program Office of General Counsel (Deadline 09/04/15)
  • Securities and Exchange Commission - Chair's Attorney Honors Program (Deadline 09/04/15)
  • Justice, Department of - Attorney General's Honors Program (Deadline 09/08/15)
  • Consumer Financial Protection Bureau - Louis D. Brandeis Attorney Honors Program Office of General Counsel, Enforcement Division (Deadline 09/09/15)

AND these are just the Federal deadlines before next Friday! See the Arizona Handbook for more!

• Equal Justice Works Fellowship (Deadline 09/18/15)
• Skadden Fellowship (Deadline 10/06/15)
• Presidential Management Fellows (Deadline 10/15/15)
3L Jobs

• Expect a lull in posted jobs mid-academic year
  • Perfect time for networking!
• When to apply to JD-required positions?
  • USAJobs and other online submissions - generally need to meet all requirements by the time the job post closes
  • Direct applies – more opportunity to make your case
• A number of 3L opportunities are also available for recent grads (e.g., fellowships, PMF)
2L Jobs

- Federal Government
  - Honors – Deadlines in September
  - Volunteer – Deadlines later
    - Many more volunteer opportunities
- State Government – December through February
- Non-Profits – September through April (all year!)
- Public Interest Law Firms – September through April

**Most opportunities will be unpaid, but some Government Honors programs, labor unions, law firms, and a few non-profits have paid positions (see PSJD.org). There are also many sources for summer funding!
2L Jobs

- Federal Government Deadlines
  - Federal Trade Commission - Summer Honors Legal Intern Bureau of Consumer Protection (Paid, Deadline TODAY!)
  - Federal Reserve Board - Summer Law Clerk Program (Paid, Deadline 09/04/15)
  - Justice, Department of - Summer Law Intern Program (SLIP) (Paid, Deadline 09/08/15)
  - DOJ Environment and Natural Resources Division Summer 2016 Law Clerk (Unpaid, Deadline 09/08/15)
  - Interior, U.S. Department of - Legal Internship/Externship Program Office of the Solicitor (Deadline 09/08/15)

AND these are just the Federal deadlines before next Friday! See the Arizona Handbook for more!
2L Jobs

• Other Opportunities with September Deadlines
  • Center for Constitutional Rights (New York, NY)
  • San Diego County District Attorney's Office (San Diego, CA)
  • ACLU National Headquarters (New York, NY)
  • Center for Ocean Solutions (Stanford, CA)
• National organizations and more competitive city and state governments tend to have earlier deadlines
• Start thinking this summer about long-term goals
  • Post-grad fellowship – start building that relationship!
How to Network

• Public Interest Expo – November 5th!
• UW LAW ALUMS!
• WisBar: [http://www.wisbar.org/Pages/default.aspx](http://www.wisbar.org/Pages/default.aspx)
• Symplicity Reciprocity
• PSJD.org Employer Search
• LinkedIn
So you’ve found people you want to meet, now what?

Reach out!

Dear Ms. Smith:

David Johnson suggested I contact you. I had lunch with David yesterday to speak about his disability rights work. He indicated you have worked at the Oregon Center for Disability Rights since 2009.

I went to law school to be an advocate for those with disabilities. When I was nine, my mother became paralyzed in a car accident. Watching her navigate the ins and outs of society as a person living with a disability was inspirational. Additionally, while in Law School, I have worked at Disability Rights Wisconsin where I had the opportunity to advise multiple organizations and business regarding the ADA as well as work with clients living with disabilities.

I am moving to Oregon in December and taking the bar exam in February. My fiancé recently secured employment at Portland State University in the Sociology Department. I will be visiting him next week (October 7 – October 11) and would love to meet for coffee. I realize you have a busy schedule, so please let me know if there is a time convenient for you. Thank you in advance.

Sincerely,

Law Student
Dear Mr. Danielson:

Greetings from Madison! I am a 3L student at the University of Wisconsin Law School. I see that you are a 2006 alum working in the Federal Trade Commission in Washington, DC.

I am planning to move to DC after graduation and I will be sitting for the Virginia bar exam in July. Having interned at the AARP in DC last summer, I am eager to return to the area. I am particularly interested in your work because I was a student attorney for a year at the Consumer Law Clinic here at UW Law School, and I am very interested in consumer protection law. I will be in DC for the Equal Justice Works Conference October 22nd and 23rd and I would love to meet for coffee. I know that you have a very busy schedule, but do you have 15 minutes on either of those days to meet? Thank you for your time.

Best regards,

Emily

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How to follow up...

• If you have not heard from the person to whom you sent an email, follow up either right before you leave for the location or when you get there.

• Forward the last email and confirm he or she received it.
So you’ve scheduled an informational coffee, now what?

• Be prepared!
• Look professional (business casual).
• Show up with targeted questions.
• Ask for a business card and FOLLOW UP.
• **Remember to ask if there is anyone else they would recommend you meet.**
Keeping your materials updated and ready to go

• Some jobs – particularly federal jobs – have very short windows (e.g., open until they receive 100 applicants)
• Frequently review your resume and cover letters
• Have multiple resumes and cover letters ready to go
  • Competitive service
  • Excepted service
  • Direct applications
• Make sure you target your cover letter to the specific job/geographic area/both
• MAKE AN APPOINTMENT WITH US TO REVIEW YOUR MATERIALS!
Remember....

- First jobs are often a stepping stone

- The average worker today stays at each of his or her jobs for **4.4 years**, according to the most recent available data from the Bureau of Labor Statistics, but the expected tenure of the **workforce’s youngest employees is about half that**.

Conclusion

• Do your research and pay attention to application deadlines.
• Have materials reviewed by OCPD / come talk to an advisor.
• Reach out to contacts and continue building your network.