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- **WEBSITE:** <https://law.fiu.edu/career-planning/>
- **BLOG:** <http://fiulawcareer.fiu.edu/>
- **SYMPPLICITY:** <https://law-fiu-csm.symplicity.com/sso/students>
 - ***SYMPPLICITY GUIDE | LOG-IN INSTRUCTIONS:**
<https://law.fiu.edu/career-planning/students-alumni-job-database/>

OFFICE HOURS:

Monday – Friday
8:30 A.M. – 5:00 P.M.
**Evening appointments available upon request*

PARTNERSHIP PLEDGE:

Welcome to Florida International University College of Law!

The Ovadia Career Planning and Placement Office aims to guide and assist to you in every step of your professional development journey. In keeping with our partnership model, we are committed to helping create and maintain a pipeline of employment opportunities. We also commit to provide comprehensive programming to help you develop the skills needed to meaningfully participate in those opportunities.

In law school, the process of planning your career and applying for jobs starts early. Take the time early on to learn about the services and opportunities that will make finding your job easier.

The Ovadia CP&P Office commits to:

- Maintain an updated online listing of employment opportunities for students and alumni
- Conduct an active year-round recruitment program, including fall and spring on-campus recruiting, résumé collection program and job fair coordination
- Keep abreast of trends in employment and the specific needs of employers
- Provide opportunities to network with and learn from practicing legal professionals
- Set up reciprocity relationships with other law schools
- Teach effective résumé and cover letter writing skills and provide résumé review and feedback
- Provide opportunities to learn and practice effective interviewing skills
- Provide individualized career counseling services
- Provide opportunities to learn about different areas of law, including alternative careers
- Conduct professionalism workshops covering business and professional etiquette

You will benefit by being proactive in:

- Making an appointment with an adviser
- Reading all communication sent to you by the Ovadia CP&P Office
- Attending as many skills workshops and programs as practical
- Knowing and using the resources available to you at the Ovadia CP&P Office
- Being a regular and frequent visitor to Symplicity

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INTRODUCTION TO THE OVADIA CP&P OFFICE:

Navigating the span of employment opportunities and variety of career paths within the law can be daunting. The Ovadia CP&P Office is committed to providing you with the tools and resources you will need to manage the process. As active partners, we are also here to provide knowledge, advice, and encouragement along the way.

Ovadia CP&P Office Staff:

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CAREER SERVICES AND RESOURCES FOR STUDENTS:

A. Individual Counseling

You are encouraged to meet often and regularly with an adviser to discuss any career-related issues. Your adviser can provide insight and advice to help you develop your career search strategy. He or she will also address all aspects of career planning including: résumé and cover letter preparation and employment application procedures, market and employer information, practice area and career options exploration, interview preparation, and personal professional development.

Appointments are available in person, via telephone, and via email. Schedule your appointments directly with an adviser by calling (305) 348-8376 or emailing lawcareer@fiu.edu.

The National Association for Law Placement (“NALP”) is a dedicated to facilitating legal career counseling and planning, recruiting and professional development for law students, legal employers and law school career planning offices (<http://www.nalp.org>). According to NALP’s Principles and Standards for Law Placement and Recruitment Activities, law schools should not offer career services to first year law students prior to October 15th. Therefore, after October 15th of your first semester in law school, we strongly recommend that you meet with an adviser.

B. Professional Development Programming

Throughout the academic year, the Ovadia CP&P Office offers workshops and seminars dealing with many topics including: practice area exploration, job search strategies, judicial clerkships, interviewing techniques, résumé and cover letter writing and business and social etiquette. We advertise these programs through (1) emails to students; (2) Symplicity announcements (on your home page once you log in); (3) the Ovadia CP&P Office Blog (<http://fiulawcareer.fiu.edu/>), you can find our “CP&P Events” calendar at the top menu); (4) FIU Law’s Facebook page; and (5) the FIU Law online calendar (<https://calendar.fiu.edu/index.php/events/category/law/>).

At the beginning of the spring semester, the Ovadia CP&P Office holds a 1L Career Development Workshop to explain in greater detail the job options and resources available to students in their first year of law school and beyond.

C. Mock Interviews

Advisers are available to conduct mock interviews throughout the year. Mock interviews are a great tool for practicing interviewing skills. Even the most experienced interviewees can benefit from the exercise.

D. Informational Career Presentations

Throughout the year, the Ovadia CP&P Office invites attorneys from law firms, government agencies, public interest organizations and corporations to visit campus to speak with students about their legal careers. This offers students the opportunity to ask attorneys about their areas of practice and individual experiences.

E. Job Postings – Symplicity

The Ovadia CP&P Office uses Symplicity – an online data management system – for a variety of career-related purposes. You will use Symplicity in many ways; to search for employment, apply for on-campus interviews, or to apply to job fairs.

The Ovadia CP&P Office receives many job listings from local and national employers for summer positions, permanent positions, part-time positions and internship opportunities. These opportunities are listed on Symplicity.

Students will receive access to Symplicity around November of the 1L year. An account has already been created for each student and information on how to access Symplicity is available at <https://law.fiu.edu/career-planning/students-alumni-job-database/>.

F. Consortium / Job Fairs

Job fairs present an opportunity for students to interview with various types of legal employers. It is also a unique opportunity to network with law students from other law schools across the country. The Ovadia CP&P Office website has the most up-to-date list of job fairs and deadlines for applications (<http://law.fiu.edu/career-planning/recruiting-programs/>). Job fairs include:

- ***Equal Justice Works Career Fair and Conference*** (Late October, Washington D.C.)
- ***Heartland Diversity Legal Job Fair*** (Mid-September, Kansas City, MO)
- ***Midwest Minority Recruitment Conference*** (Early September, Minneapolis, MN)
- ***National Black Prosecutors Association Job Fair*** (Mid-August, location varies)
- ***National Hispanic Bar Association Career Fair*** (Mid-August, location varies)
- ***Patent Law Job Fair*** (Early August, Chicago, IL)
- ***Southeastern Minority Job Fair*** (Early August, Atlanta, GA)
- ***Southeastern Intellectual Property Job Fair*** (Early August, Atlanta, GA)

G. Other Career Related Activities:

The Ovadia CP&P Office will work hard to bring speakers to discuss various career options. We will also present networking opportunities with lawyers from different practice areas.

THE OVADIA CP&P OFFICE DEVELOPMENT PLAN:

While the Ovadia CP&P Office is dedicated to providing you with every resource available for your career development, it is entirely up to you to take the steps needed to manage your legal career. There are five steps you should follow to successfully plan and manage your career:

1. **Self-assessment.** What is it you want out of your career and why are you in law school? These are some of the things you will want to explore before diving into your job search. See Appendix A for some exercises on creating an Individual Development Plan (IDP).
2. **Exploration of Options.** Use the people and resources available to help you explore and evaluate the career options that advance your specified goals.
3. **Focus and Goal Setting.** With your newfound focus and goals, let an adviser help you formulate an action plan for how to get the right training and work experience.
4. **Marketing Yourself.** During this implementation phase an adviser will evaluate your résumé, cover letter and interview skills.
5. **Career Management.** Take advantage of every opportunity and resource to build your skills and continuously track your path to stay on target.

SEE APPENDIX A for forms on creating your own self-assessment.

OVADIA CP&P OFFICE CALENDAR AND TIMELINES:

FIRST YEAR (1L) TIMELINE:

Fall Semester

Mandatory 1L Job Search Skills Workshops

Early November

This session will introduce you to the 1L job search process, Ovadia CP&P Office resources and networking and interviewing basics. You will also receive your login information to Symplicity. You must attend a workshop before you can have an individual counseling session with an Ovadia CP&P Office adviser.

1L Individual Counseling Sessions

Early November

Starting in November, you may make an appointment to meet with an Ovadia CP&P Office adviser to review job search tactics. Please note that under NALP rules, 1L students may not individually interact with the Ovadia CP&P Office until after October 15, and may not contact employers until December 1.

Employer Contact Permitted

December 1

NALP allows 1Ls to begin contacting employers; however, the primary focus should be on preparing for your final exams.

Note that your classmates are future law firm partners, judges, attorneys, CEOs and non-traditional practitioners. Begin your career-long habit of networking right where you are.

Semester Break – Job Search for Summer Placement

December – January

The semester break is the best time to start actual career development practice in earnest. In order to make sure you secure legal experience for the upcoming summer term be sure to:

- Finalize your résumé and upload it onto Symplicity
- Research employers using Martindale, employers' websites and NALP
- Discuss contacts in the legal community with family and friends
- Network to identify possible employers
- Conduct informational interviews with attorneys practicing in your areas of interest
- Check Symplicity for opportunities posted regularly
- Begin sending job inquiries to employers regarding summer opportunities
- Consider applying for the Florida Bar. You will need to have applied early if you are interested in serving as a Certified Legal Intern (CLI) during law school.

Note that the availability of paid employment for 1Ls over the summer is very limited. Students find opportunities interning without compensation for judges, public interest organizations, federal, state and local government and agencies.

Spring Semester

January – February

- Update your résumé to reflect your fall grades and class rank (please note that 1Ls will not have an official class rank until the end of their first year)
- Make an appointment with an adviser to discuss job search strategies
- Continue targeted outreach activity and network whenever possible
- Join affinity groups at the law school to take advantage of networking opportunities and to add leadership skills to your résumé
- Follow up on the résumés that have already been sent out
- Check job postings on Symplicity regularly
- Schedule a mock interview with an adviser
- Attend Ovadia CP&P Office programs, including (but not limited to):
 - 1L Faculty and Alumni Panel**
 - 1L Judicial Internship Meeting**
 - Interview Skills Workshops**
 - Public Interest and Government Law Resource Fair**
 - Solo and Small Law Firm Practice Panel**

March – April

- Finalize your summer employment and/or study plans
- Update the Ovadia CP&P Office on your summer plans
- Meet with an adviser to discuss how to maximize your summer placement and gain the experience that will help you find future employment
- Plan to attend summer job interviews and informational interviews during spring break
- Determine whether any jobs fairs are of interest to you

April – May

- If you have not yet secured a summer opportunity, continue pursuing internship opportunities; some of these post late in the semester
- Check Symplicity regularly and talk to an adviser regarding options
- Complete any pre-registrations for job fairs if applicable

Summer Break

- **Read emails from the Ovadia CP&P Office about fall on campus recruiting**
- Read the Ovadia CP&P Office's PowerPoint presentations on fall recruiting at <http://law.fiu.edu/career-planning/recruiting-programs/>
- Update your résumé to reflect 1L grades and achievements
- Ask professors and former employers to serve as references
- Join LinkedIn to begin your professional networking (social media and marketing resources available at <https://law.fiu.edu/career-planning/resource-center/>)
- Begin to narrow your focus as to location and practice areas of interest

SECOND YEAR (2L) TIMELINE:

Summer Prior to 2L Year

- Update your résumé to reflect your summer experience
- Select your writing sample (read the Ovadia CP&P Office guide to writing samples at <https://law.fiu.edu/career-planning/resource-center/>)
- Read emails from the Ovadia CP&P Office and check Symplicity for information about fall recruiting; note that some deadlines are as early as July
- Apply directly to employers who are not coming to campus – contact an Ovadia CP&P Office adviser for guidance
- Join and attend meetings for voluntary bar associations; they have reduced or free student membership and many have mentorship programs (calendar of upcoming events available at <https://law.fiu.edu/career-planning/resource-center/>)

Note that the first phase of on-campus interviews takes place in mid-August

Fall Semester

Early during the fall semester of your second year in law school is when you start to look for a summer associate position with a large firm. There is fierce competition for these opportunities, so it is wise to begin planning early. Please note that summer associate positions at large, or mid-sized law firms, represent a very small percentage of all summer opportunities available.

August - September

- Continue applying directly to employers who are not participating in on-campus fall recruiting
- Check the Government Honors and Interview Handbook for summer opportunities with the federal government and federal agencies
- Check the Ovadia CP&P Office Blog for information on internship opportunities with the Florida state government and public sector employers
- Check <http://www.psjd.org/> for opportunities in the public sector
- Check Symplicity regularly
- Attend Ovadia CP&P Office presentations

October - December

- Continue targeted mailing to employers
- Follow up on your applications
- Attend presentation on judicial internships and clerkships
- Join the student section of the Florida Bar in the area of law interests you
- Attend local bar events, judicial forums, and any other networking opportunity available
- Schedule informational interviews for the holiday break

Winter Break – Network and attend informational interviews

Spring Semester

January – February

- Look for information on the spring recruitment program on Symplicity and in Ovadia CP&P Office emails
- Prepare a cover letter that can be customized for different employers
- Schedule a mock interview with your assigned adviser
- Consider attending some of the Job Fairs listed on the Ovadia CP&P Office website <http://law.fiu.edu/career-planning/recruiting-programs/>

March

- Check Symplicity for opportunities posted regularly
- Schedule summer job interviews and informational interviews for spring break
- Investigate and prepare materials for state court and federal court internships

April - May

- Check Symplicity for opportunities posted regularly
- Meet with an adviser regarding employment options and to discuss maximizing the summer experience
- Register for job fairs

Summer Semester

- Maximize your summer employment experience by working hard and developing relationships
- Develop good working relationships with supervisors and colleagues who will likely serve as your references
- Update your résumé to reflect your experience and new skills
- Prepare to apply for federal judicial clerkship opportunities
- Check your email for on fall on-campus recruitment information
- Upload your updated materials onto Symplicity
- Prepare for fall recruiting programs
- Consider applying for Post-Graduate fellowship opportunities. Meet with an adviser to discuss options and applications.

THIRD YEAR (3L) TIMELINE:

Summer prior to 3L year

Many federal, state and local government agencies and public interest organizations recruit in the fall for entry-level positions. This is when state attorney and public defender offices do their initial interviews. Note that large law firms commonly recruit attorneys for their entry-level positions from their summer programs, and do not regularly interview 3Ls.

Fall Semester

August - September

- **Familiarize yourself with the bar exam requirements for the state where you'd like to practice; look for registration deadlines.**
- Check Symplicity regularly for opportunities
- Apply directly to employers who do not interview on campus
- Avail yourself of every networking opportunity
- Schedule mock interviews with an adviser in advance of upcoming interviews
- Apply to government agencies offering entry-level honors programs; consult the Government Honors and Internship Handbook at <http://arizonahandbooks.com/u/GHPPHandbookFIULaw>. Please contact us at lawcareer@fiu.edu for password
- Research state judicial clerkship opportunities

October – December

- Use all resources available to you to research employers for targeted outreach
- Prepare your résumé, cover letter, writing sample and references – have an adviser review them
- Schedule employment and informational interviews over winter break
- Check Symplicity regularly for opportunities
- Register for a bar preparation class

Winter Break

- Network and attend informational interviews

Spring Semester

January - February

- Reach out to alumni in your field of interest and ask for informational interviews
- Schedule interviews for the upcoming spring break
- Expand your search and outreach to smaller law firms and government agencies that hire 3Ls later in the year
- Discuss options with an adviser and craft back-up plans
- Prepare for spring recruitment programs

March - April

- Research and consider other non-traditional employers who hire as needed. Look at insurance companies, banks, consulting firms, and other companies on employment aggregator websites
- Network with attorneys in your local bar association

- Finalize bar exam arrangements
- Follow up with employers with whom you have contacted or interviewed

May

- Because many smaller firms, public interest agencies and local government agencies hire as needed, it is critical that you continue to monitor Symplicity for updates
- Inform an adviser of your post-graduation employment status and provide any updated contact information

Post-Graduation

Many employers will not consider your application until after you have passed the bar exam. Your focus now should be on passing the bar. Keep in close contact with an adviser and check Symplicity regularly.

THE LEGAL RÉSUMÉ:

RÉSUMÉ FORMAT:

A. Résumé Preparation

Your legal résumé is your primary marketing tool. As the first introduction to an employer, your résumé should effectively and concisely highlight your unique skills, experiences and achievements.

Most legal recruiters spend less than 30 seconds reviewing a résumé. For maximum impact, a résumé should be arranged so that the best points are captured at a glance. Stick with a conservative and traditional template. A legal recruiter expects to see items of interest in particular places and should not have to scout around to find them. Also, a legal résumé should be limited to a single page. The exception is for students who have been out of school for more than 10 years and/or have significant and relevant prior work experience.

Above all, as the first impression you will make, there cannot be a single typographical error. Edit, edit and edit again. A couple of powerful aids include having another person review it. Read it aloud to yourself and also read it on paper. It should be your very best writing sample.

B. Paper and Fonts

Your résumé should be printed in a font and font size that is easy to read. We suggest at a minimum an 11 point font. Include your name at the top, in slightly larger font. Use bolding and italics strategically to highlight major points and sparingly so that highlighted items actually stand out. Above all, as it relates to formatting, be careful and consistent.

Your résumé should be on white, off-white or very pale gray heavy bond paper. Paper for cover letters, reference lists and thank-you letters should match your résumé, as should your envelopes.

C. Heading Section

Resist the urge to be creative. Begin your résumé with your name, address, phone number and email address. Be sure your email address is business appropriate - avoid using funny addresses or addresses with college or family nicknames. Until graduation, you are well-advised to use your FIU email address. You will have access to your FIU email address indefinitely.

Do not list any personal blogs, Twitter, YouTube, or Facebook accounts in your heading.

D. Education Section

It is generally recommended to list educational qualifications before experience, and law firms and most legal employers expect to see education listed first. That will reverse later when you amass more significant work experience.

In reverse chronological order, list the schools where you earned a degree or certification, the degree earned, the year you graduated, the location of the school (city and state) and any honors or activities worth highlighting. For instance, if you were on the Dean's List, indicate the semesters you were on the list. If you have received any merit-based scholarships, you should include those as well. The general rule is not to include high school, unless it is very well known and you have a reasonable chance of being interviewed by a fellow alumni. Also include schools attended in study abroad programs.

Spell out the full and correct name of the institutions: i.e. "Florida International University College of Law." One of the most common and glaring errors lies in the law school status. While you are in law school, you will use "Juris Doctor candidate, May 20__." For undergraduate institutions, list your degree by month and year.

1. Grades

The general rule on class rank is to include your law school standing if you are in the top 33% and to include your GPA if a 3.0 or above.

Do not include GPA/class rank information for undergraduate or other post-graduate institutions attended, if you are not also including that information for law school.

2. Honors and Activities

List honors and activities under the appropriate educational institution. If you participated in many activities, include only the most significant activities, particularly activities that involve writing, achievement or leadership. Be mindful about including information that indicates political or religious affiliation. This is a deeply personal decision because while you may not want to be rejected because of your personal views, you may not want to work for an employer who would reject you for the same.

E. Experience Section

By using the title "Experience" instead of "Employment," you can list relevant volunteer or unpaid positions along with paid positions. Beginning with your most recent job, internship or volunteer position, note the name of the organization, the location, your position title and the dates of employment/experience. Next, create a brief, concise description of your duties and responsibilities.

To begin the process, reflect on each position and jot down every activity you ever performed in this job. Use action verbs to describe those activities. Include primary activities

as well as activities you performed less frequently. Though you are going to pare this list down, it is a good idea to save your exhaustive list so that you can refer to it when personalizing your résumé for different employers. After all, a public interest agency may be looking for a completely different set of skills than a transactional attorney.

When paring down the list, consider your audience. What skills and abilities are employers looking for in a law clerk, summer associate or new associate? They are looking for evidence of good "lawyering" skills such as research, analysis, writing, and communications skills. Highlight specific accomplishments you achieved in each of your positions: increased revenue by 35 percent, administered a \$500,000 budget, or supervised a staff of 15.

In general, you would not list jobs held more than 10 years ago or that have no relevance to the type of work you are now seeking. You should try, however, not to leave chronological gaps, so if you are a returning professional; it is perfectly acceptable to list old jobs without job descriptions.

F. Optional Sections

Some people conclude résumés with sections focusing on foreign language skills, community activities and service, personal interests or hobbies, publications, security clearances, other professional licenses, or professional associations. This section should NOT include personal information such as marital, family, or health status. Whether to include such sections and the length of such sections varies from individual and may depend on how much room you have left.

Employers assume you have the basic computer skills necessary to conduct legal research and writing and it is not necessary to include them.

G. References

References should not be included on your résumé and you should not write that references are available upon request. On a separate piece of bond paper, using the same heading as used at the top of your résumé, provide the necessary information about your references.

Employers will expect you to be able to provide the names of two or three people knowledgeable about you and your academic or professional background. Typically, you should be able to provide the names, titles, work and email addresses, and daytime phone numbers of your references. Use law professors and attorneys when possible. Otherwise, a mix of employers, college and law professors is appropriate. Do not use relatives or friends unless you are specifically asked to provide personal references.

Make certain you ask each person ahead of time if they are willing to act as a reference, then supply them with a copy of your résumé so they will have something to refer to when speaking with employers. Keep your references advised of your job search and interview developments so they are not caught off guard if contacted.

H. Consultation: Once you have completed your résumé, see an adviser for résumé review.

RÉSUMÉ DOS AND DON'TS:

DO:

- Customize your résumé, highlighting experiences relevant to specific employers.
- Include your class rank if you are in the top 33%.
- Highlight your achievements and quantify your efforts using concrete and specific terms. For example, instead of “drafted appellate briefs,” it is better to write “drafted successful Third Circuit brief.”
- For electronically submitted applications, make sure your résumé transmits as you have designed it and still prints as one page. It is a good idea to submit a PDF to protect your résumé format.
- For Symplicity purposes, upload your résumé as a Word document for review by an adviser (the system will convert the document to PDF format for application submissions).
- Check for consistency within the résumé. For example, if you spell out the name of the month in your first job description, you should spell out all months. If you list a job title, the organization, the location and your dates of employment in one job description, this information, in this order, should be provided for each position.
- Highlight the positive but be accurate. Do not exaggerate or embellish.
- Designate volunteer/community work if applying for public interest positions, if significant, or to demonstrate a commitment to a geographic region. Public interest employers consider evidence of an applicant's commitment to public service very important.

DON'T:

- Do not include an "Objective" section. This information on a résumé limits its versatility and is more properly addressed in a cover letter.
- Do not use personal pronouns such as "I", "my", etc. Your descriptions should be brief and to the point. They need not read like a sentence.
- Do not list personal information such as marital status, age, health, etc. This type of information should not play a role in hiring decisions.
- Do not use abbreviations (except for states and U.S.).

ACTION VERBS FOR RÉSUMÉ DESCRIPTIONS:

accelerated	coordinated	handled	procured
accomplished	corrected	helped	programmed
accrued	counseled	identified	prohibited
achieved	counted	implemented	projected
adapted	created	improved	promoted
addressed	credited	incorporated	proposed
adjusted	critiqued	indexed	provided
administered	dealt	initiated	published
advised	decided	influenced	purchased
allocated	defined	innovated	pursued
analyzed	delegated	inspected	qualified
answered	delivered	installed	ranked
appeared	demonstrated	instructed	rated
applied	described	insured	received
appointed	designed	interpreted	recommended
appraised	determined	interviewed	reconciled
approved	developed	introduced	recruited
arbitrated	devised	investigated	regulated
arranged	devoted	involved	related
assessed	diagnosed	issued	replaced
assigned	directed	joined	replied
assisted	discussed	kept	revamped
assured	distributed	launched	reviewed
attended	documented	learned	revised
audited	drafted	leased	scheduled
awarded	earned	lectured	selected
bought	edited	led	served
briefed	encouraged	licensed	serviced
brought	endorsed	listed	set
budgeted	enlarged	logged	solved
calculated	enlisted	maintained	sought
cataloged	ensured	managed	spearheaded
chaired	entered	matched	specified
changed	established	measured	started
classified	estimated	mediated	streamlined
closed	evaluated	met	strengthened
coached	examined	modified	submitted
collected	expanded	monitored	substituted
combined	expedited	motivated	suggested
commented	experienced	moved	summarized
communicate	experimented	named	supervised
compared	explained	negotiated	surveyed
completed	explored	observed	tackled
composed	expressed	opened	targeted
computed	extended	operated	taught
conceived	filed	ordered	tested
concluded	financed	organized	toured
conducted	focused	oversaw	trained
considered	forecasted	participated	translated
constructed	formulated	perceived	transported
consulted	fostered	performed	traveled
continued	found	persuaded	turned
contracted	gathered	planned	updated
controlled	graded	prepared	visited
converted	granted	presented	worked
convinced	guided	processed	wrote

LEGAL RÉSUMÉ CHECKLIST:

This checklist highlights some common features and frequent errors found in résumés sent to traditional legal employers.

General Matters

- ___ Heading includes your name, address, phone number and appropriate email address
- ___ Résumé is formatted in a conservative and traditional manner and on white, off-white, or very light gray heavy bond paper
- ___ Font type and font size are easy to read and consistent throughout the résumé
- ___ One single page unless you are a returning professional
- ___ If two pages are absolutely required/desired, your name and “Page 2” is included at the top of the second page
- ___ References are listed on a separate document and formatted to match the résumé

Education Section

- ___ All schools where degree conferred listed in reverse chronological order
- ___ List degree(s) earned or expected, the month and year you graduated or will graduate, and the location of the school (city and state)
- ___ Activities and honors are strategically chosen and listed underneath each school
- ___ Class rank is included if you are in the top 33% of your law school class
- ___ GPA is either included in all of the education sections or none of them

Experience Section

- ___ Include relevant work experiences including internships and paid work
- ___ For each job, include the name of the employer, your job title, location of employment (city and state), and dates of employment
- ___ All descriptions of the work performed begin with action verbs
- ___ Present tense is used when describing the job you currently hold and past tense when describing former jobs
- ___ Work descriptions clearly convey what you did, focusing on your contributions rather than the employer’s work

Skills or Language(s) Section

- ___ If a skills section is included, it highlights ONLY significant skills
- ___ All languages listed should include level of fluency

Interests or Community Activities Section

- ___ If these sections are included, they highlight ONLY significant interests and activities and only those that you are prepared to discuss in a professional manner

Proofreading

- ___ Read the résumé aloud, on paper and digitally
- ___ Have someone else proofread your résumé
- ___ Ask an adviser to review your résumé before submitting it to Symplicity job postings or other job opportunities

Review & Update

- ___ Update your résumé after each semester to reflect any new and important academic information
- ___ Update your résumé with each new job, clinic, or internship you participate in

SAMPLE RÉSUMÉ HEADINGS:

AVA FIRSTYEAR

555 Main Street • Miami, Florida 33122 • (305) 555-1212 • afirst@fiu.edu

* * *

AVA FIRSTYEAR

555 Main Street • Miami, Florida 33312 • (305) 555-1212 • afirst@fiu.edu

* * *

AVA FIRSTYEAR

555 Main Street
Miami, Florida 33312
(305) 555-1212 afirst@fiu.edu

* * *

AVA FIRSTYEAR

afirst@fiu.edu
(813) 555-1212

PERMANENT ADDRESS

1234 Home Street
Tampa, Florida 33594

SCHOOL ADDRESS

555 Main Street
Miami, Florida

SAMPLE EDUCATION DESCRIPTIONS:

Florida International University College of Law, Miami, Florida

Juris Doctor expected, May 2015

Class Rank: Top 25% GPA: 3.5/4.00

Activities: Caribbean Students Association
Criminal Law Society

Florida State University, Tallahassee, Florida

Bachelor of Arts in English, May 2010

FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW, Miami, Florida

Juris Doctor candidate, May 2014

Honors: American Jurisprudence Award in Criminal Procedure
First Place Team, Upper Class Moot Court Competition

Activities: Student Bar Association, *Executive Board*

GEORGETOWN UNIVERSITY, Washington, DC

Bachelor of Arts in Economics, *cum laude*, May 2010

Honors: Dean's List, every semester

Activities: Journal Member, 2008
Track Club Captain

* * *

FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW, Miami, Florida

Juris Doctor expected, May 2015

Class Rank: Top 1/3 GPA: 3.2/4.0

UNIVERSITY OF MIAMI, Coral Gable, Florida

Bachelor of Science in Math, May 2010

Minor in Theatre

* * *

Florida International University College of Law

Miami, FL

Juris Doctor candidate, May 2015

Class Rank: Top 10% GPA 3.7/4.0

Law Review: *FIU Law Review*, Articles Editor

Honors: CALI Excellence for the Future Award in Torts, Spring 2013

Activities: Business Law Society, Chapter President
Black American Law Students Association, President

University of Tampa

Tampa, FL

Bachelor of Science, *cum laude*, May 2010

GPA: 3.6/4.0

Honors: Golden Key International Honour Society

Activities: ACLU Student Chapter, Founder

SAMPLE BAR MEMBERSHIP LISTINGS:

If you have passed a bar exam, your admittance should be featured prominently on your résumé and should be one of the first items a legal recruiter sees after your name.

John Alumni
555 Main Street
Miami, Florida 33122
305-555-1212
jalumn@gmail.com

MEMBER, FLORIDA STATE BAR

BAR ADMISSIONS: FLORIDA AND NEW YORK STATE BAR

BAR AND COURT MEMBERSHIPS

Florida State Bar (admitted June 2012)
New York State Bar (admitted December 2013)
United States Court of Appeals for the Eleventh Circuit (June 2012)
Federal Bar Association

JOHN GRADUATE
555 Main Street
Miami, Florida 33122
305-555-1212 ▪ jalum@gmail.com

BAR ADMISSIONS

- The Florida Bar (2013)
- Eligible for waiver into the District of Columbia Bar
- U.S. District Court, Middle District of Florida
- U.S. Court of Appeals, Eleventh Circuit

SAMPLE REFERENCE PAGE:

JOHN ALUMNI
555 Main Street
Miami, Florida 33122
305-555-1212
jalum@gmail.com

REFERENCES

Ms. Nikki Teach
Professor of Law
Florida International University College of Law
11200 S.W. 8th Street
Miami, Florida 33199
305-348-1212
n teach@fiu.edu

Ms. Lane Partner, Esq.
Partner & Partner, P.A.
1234 Brickell Avenue
Miami, Florida 33122
305-555-1212
lpartner@hk.com

Ms. Alsa Jones
Professor of Economics
University of Miami
555 Miller Avenue
Coral Gables, Florida 33125
305-111-1212
ajones@miami.edu

SAMPLE RÉSUMÉS:

- CP&P Office template available at <https://law.fiu.edu/career-planning/resource-center/>

Ava Firstyear
1122 Southwest 99th Avenue
Miami, Florida 33112
(305) 333-1212 afirstyear@fiu.edu

EDUCATION

Florida International University College of Law, Miami, Florida

Juris Doctor candidate, May 2016

Activities: Criminal Law Society
Business Law Society, 1L Representative

University of Texas, Austin, Texas

Bachelor of Science in Journalism, May 2013

Honors: Dean's List, Spring 2011, Fall 2012 and Spring 2013
Golden Key International Honour Society

Activities: *The Lone-Star Report*, Copy Editor
Gamma Phi, Treasurer

EXPERIENCE

The Austin Gazette, Austin, Texas

June 2012 – July 2013

Junior Writer

Researched and wrote articles on local and state government, politics, law, environment, education, and issues of human interest. Reported on public hearings, elections, and school board and government meetings.

United States Senator David Doe, Washington, D.C.

May 2011– August 2011

Legal Intern

Handled constituent inquiries and concerns. Researched Proposition 463 and its effects on certain districts. Performed constituents' advocacy tasks. Prepared correspondence.

The Austin American Statesman, Austin, Texas

Summers 2009 and 2010

Intern

Interviewed individuals from the local business community and wrote feature articles. Published more than 30 articles including two cover stories. Developed story ideas and presented ideas to editors.

LANGUAGES

Spanish, native speaker. Proficiency in reading and writing.

Mary Firstyear
123 RDB Street, #1, Miami, FL 33333
(305) 876-5432
Mjones@fiu.edu.com

EDUCATION

Florida International University College of Law, Miami, FL
Juris Doctor candidate, May 2016

Honors: Dean's Merit Scholarship (full scholarship)

Rutgers College, Rutgers University, New Brunswick, NJ
Bachelor of Arts in Political Science, *summa cum laude*, May 2013

Honors: Dean's List, all semesters
National Collegiate Honor Society

Activities: Pre-Law Society
Intramural Volleyball Captain

EXPERIENCE

Patrick & Warren LLP, New York, NY

Summers 2011, 2012

Document Clerk

- Prepared pleadings and correspondence binders
- Performed legal research and assisted in compiling documents for production
- Managed and organized litigation documents in preparation of trial
- Filed depositions and indexed case documents

Garden State Community Center, Newark, NJ

Summer 2010

Academic Tutor

- Assessed academic needs of students, and compiled lesson plans to meet students' goals
- Assisted elementary school students with homework and tests on a variety of subjects

Rutgers University Informational Services, New Brunswick, NJ

September 2008 – January 2009

Informational Assistant

- Provided faculty and students with information regarding the university
- Assisted prospective students with the application process

SKILLS & INTERESTS

- Urdu (Working Knowledge)
- Licensed Yoga Instructor and Martial Arts Black Belt

Steven Nextyear
123 Panther Street
Miami, Florida 333122
305-555-2345 · mseconyear@fiu.edu

EDUCATION

FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW, Miami, Florida
Juris Doctor candidate, May 2015

GPA: 3.7/4.0

Class Rank: 10/150

Law Review: *FIU Law Review*

Activities: H.T. Smith Black Law Students Association
Entertainment and Sports Law Society

FLORIDA STATE UNIVERSITY, Tallahassee, Florida
Bachelor of Science in Biology, *cum laude*, May 2007

Honors: Dean's List (all semesters)
Golden Key International Honour Society

Activities: Black Student Union

EXPERIENCE

LYON, TYGER & BAIR P.A., Miami, Florida

May 2012 – Present

Law Clerk

Prepare pleadings for state and federal court including interrogatories, requests to produce documents, motions to dismiss and motions *in limine*. Research and draft legal memoranda on commercial law and franchise litigation matters. Attend and summarize depositions of expert witnesses. Assist attorneys in preparing briefs in support of class certification in product liability cases.

OCEAN CAPITAL CREDIT, Miami, FL

January 2011– May 2011

Collections/ Office Administrator

Researched corporate registration/licensing and personal/corporate assets. Compiled files and logs. Composed correspondence for individual and business collection cases.

ARCHAEOLOGICAL AND HISTORICAL CONSERVANCY, Miami, FL April 2010 – January 2011

Administrative and Field Assistant

Conducted field work, artifact analysis and conservation. Prepared and presented reports on findings.

LANGUAGES

Russian, basic.

John Bookman
johnb@fiu.edu

Local Address:
1322 Southwest 59th Avenue
Miami, Florida 33112
305-447-6543

Permanent Address:
166 Main Street
Maintown, New York 12111
212-999-1212

EDUCATION

Florida International University College of Law, Miami, Florida
Juris Doctor candidate, May 2014
Activities: Community Charity
Student Bar Association, *Vice-President*

Pace University, New York, New York
Bachelor of Arts in English, May 2011
Activities: Darby Volunteer, English and Literature
Student Government, *President*

EXPERIENCE

Professor John Doe, Florida International University College of Law, Miami, Florida May 2012 – Present
Research Assistant
• Research individual property rights and the power of eminent domain
• Help edit constitutional law text
• Analyze content, style and grammar and conduct citation verification

Florida Immigrant Advocacy Center, Miami, Florida Summer 2012
Legal Intern
• Interviewed clients
• Researched immigration law issues affecting Florida residents and drafted legal memoranda
• Prepared Cuban Adjustment Act citizenship applications and completed medical waivers

Boyton and Boyton, P.A., New York, New York Summer 2011
Filing Clerk
• Filed motions in state and federal court
• Organized case files for senior lawyers and aided in document sorting

MILITARY SERVICE

United States Navy, Fort Hood, TX May 2004 – May 2010
Captain
• Supervised, organized and directed unit level operation
• Analyzed, reported and advised commanders on personnel
• Evaluated and advised on combat performance and logistical operations
Honors/Medals: Meritorious Services Medal
Honor Graduate for Officer Training

John Thirdyear
123 Panther Street, Unit #232
Miami, Florida 33122
(305) 555-1212
jthird@fiu.edu

EDUCATION

Florida International University College of Law, Miami, FL

Juris Doctor candidate, May 2014

GPA: 3.7/4.0

Class Rank: 35/158

Law Review: *FIU Law Review*

Honors: Dean's List, Spring 2013 and Fall 2014

Moot Court Board

CALI Excellence for the Future Award in Torts, Spring 2012

Activities: Business Law Society, Chapter President

H.T. Smith Black Law Students Association, Chapter President

Florida International University, Miami, FL

Bachelor of Business Administration, May 2011

Honors: Dean's List, all semesters

Florida Academic Scholar

Activities: New Student Organization Volunteer

EXPERIENCE

The Hon. R. Fred Lewis, Florida Supreme Court, Tallahassee, FL

Judicial Extern

May 2012 – Present

Research and draft legal briefs. Draft and edit oral argument summaries and summarize arguments for death row appeals. Assist staff attorneys in compiling background research for oral argument summaries and opinions.

White & Black LLP, Miami, FL

Summer Associate

Summer 2012

Researched and drafted legal memoranda on contractual matters, commercial disputes, corporate fraud investigations, and real estate litigation. Drafted client letters, corporate contracts, and real estate closing documents. Researched the Sarbanes-Oxley Act and its implications on mergers and acquisitions and corporate compliance in SEC investigations. Prepared and presented research to partners and attorneys. Assisted in real estate closings.

The Hon. Gerald B. Cope Jr., Florida Third District Court of Appeal, Miami, FL

Judicial Intern

Summer 2011

Researched and wrote legal memoranda on civil and criminal issues, such as motions to suppress, ineffective assistance of counsel, improper venue, personal jurisdiction, attorneys' fees, and motions for post-conviction relief. Attended oral arguments.

Janet R. Runner
121 S.W. 15th Avenue
Miami, Florida 33122
(305) 555-1212 jrr@fiu.edu

EDUCATION

FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW, Miami, FL

Juris Doctor candidate, May 2015

GPA: 3.4 / 4.0

Law Review: *FIU Law Review*

Honors: Dean's Honor Scholar

UNIVERSITY OF ARIZONA, Tucson, AZ

Bachelor of Arts in German and Linguistics, May 2008

Activities: Women's Swimming and Diving Team, Captain

EXPERIENCE

JUDGE JOHN SMITH, FLORIDA THIRD DISTRICT COURT OF APPEAL, Miami, FL

Intern

May 2014 – Present

Conduct extensive research and writing on a variety of substantive and procedural matters. Prepare bench memoranda for submission to the entire judicial panel prior to consideration of cases.

Observe oral argument.

SMITH & JONES, P.A., Miami, FL

Summer Associate

June 2014 – August 2014

Researched case law and wrote memoranda within the firm's many practice areas including litigation, corporate, real estate, personal injury and employment law. Analyzed Florida and Texas statutes and drafted stock option agreements. Participated in the firm sponsored Habitat for Humanity project.

BAPTIST HOSPITAL, Miami, FL

Assistant Program Administrator

July 2010 – June 2014

Assisted Administrator with weekly community health programming. Presented to members of community. Solicited volunteers and donors. Raised funds for HIV awareness.

PROFESSIONAL CERTIFICATIONS

Health Management Certification, Florida International University, July 2010

Mary J. Graduate
123 Main Street, Apt. 111, Miami, FL33333
(305) 555-1234
mgraduate@aol.com

BAR ADMISSIONS: Florida Bar, 2009

EDUCATION: **FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW**, Miami, FL
Juris Doctor, May 2013
GPA: 3.5/4.0
Law Review: *FIU Law Review*
Honors: Dean's List (Fall 2007, Spring 2008)
CALI Excellence for the Future Award, *Legal Skills & Values* (Fall 2006)

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA
Bachelor of Arts in English Literature, *cum laude*, May 2009
GPA: 3.7/4.0
Honors: Dean's List (all semesters)
Activities: Arts and Sciences Career Center Advisory Board, *Co-founder*
Alpha Epsilon Phi, *Vice President* (2004 – 2005)

EXPERIENCE: **FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW**, Miami, FL
Fellow, Center for Public Service August 2011 – May 2012
Supervised team of 6 interns with mission of promoting equitable development in distressed communities through the creation of resident ownership mechanisms, civil rights litigation, legislative advocacy and public relations efforts; drafted articles of incorporation, bylaws and ground lease for a community land trust and assisted the trust with land acquisition by identifying potential problems with encumbrances and liens; coordinated/moderated ABA-sponsored panel of community development lawyers.

UNITED STATES SECURITIES AND EXCHANGE COMMISSION, Miami, FL
Legal Intern, Summer Honors Program Summer 2011
Helped senior counsel and accountants enforce the federal securities laws by investigating corporations for evidence of misconduct including accounting fraud and insider trading; drafted legal memoranda regarding lawyer/accountant liability for use in final Action Memoranda to the Commission; attended and helped prepare for depositions.

FEDERAL PUBLIC DEFENDER'S OFFICE, SOUTHERN DISTRICT, Miami, FL
Legal Intern Summer 2010
Wrote objections, motions and legal memoranda involving tax fraud, drug trafficking and violations of supervised release; wrote a motion to suppress evidence from which a hearing was granted; assisted Chief of Appeals with research for certiorari petitions relating to the sealing of post-9/11 detention hearings and with research for appellate briefs regarding habeas corpus issues; helped prepare for hearings and trials.

COMMUNITY INVOLVEMENT: Dade County Bar Association Animal Law Committee (2010-Present)
Mentor, Miami Leadership, Class XII

JANET GRADUATE
1050 Panther Drive
Miami, Florida 33010
305-555-1212 jgrad@fiu.edu

BAR MEMBERSHIP

The Florida Bar, July 2013.

EDUCATION

Florida International University College of Law, Miami, Florida

Juris Doctor, *cum laude*, May 2013

GPA: 3.422 Class Rank: Top 10%

Honors: Trial Team, First Place; First Year Trial Team Competition

Activities: Phi Alpha Delta Law Fraternity; Public Interest Law Group

Emory University, Atlanta, Georgia

Bachelor of Arts in History, May 2008

Activities: Pre-Law Society, Vice-President

EXPERIENCE

McIntosh and Gayle, P.A., Miami, Florida

June 2012 – August 2012

Law Clerk

Researched and drafted memoranda on various labor and employment law issues. Reviewed and prepared client files for court.

Equal Employment Opportunity Commission, Washington, DC

June 2011 – August 2011

Legal Intern

Participated in investigations conducted by the enforcement division including reviewing discrimination charges and investigating complaints. Observed settlement negotiations.

National Corporation, Atlanta, Georgia

October 2008 – May 2010

Human Resources Generalist

Processed and documented employee benefits requests. Answered employee inquiries regarding all employee benefit plans including 401(k), health insurance and flexible spending plans.

Americorps, Atlanta, Georgia

June 2005 – October 2007

Georgia Youth at Risk Member

Designed and implemented a mentoring program structure. Developed and facilitated a comprehensive volunteer orientation. Created an application and screening process.

PROFESSIONAL AFFILIATIONS

Dade County Bar Association, Young Lawyers Division, Chair; Florida Association of Women Lawyers

PROFESSIONAL LETTER WRITING:

COVER LETTERS:

Should you write a cover letter? Aren't most lawyers too busy to read them? It may be true that some employers prefer to turn directly to a résumé, but it is also true that others read them, and consider them your initial writing sample.

At a minimum your cover letter should be focused, well-structured, well-reasoned and grammatically perfect. Misspellings, typographical errors or bad formatting are unacceptable. A good cover letter is not merely a restating of your résumé, it introduces you and your experience by highlighting information that is most relevant to the job and by including details that may not fit into your résumé.

1. Format

A cover letter is a business letter and should follow standard format as to salutation, header, etc. It is always best to find the name of a contact person at an organization - sending letters with a generic salutation is not advisable; however when responding to an ad without a contact name it is sometimes unavoidable. It is fine to email cover letters and résumés. However, if you use mail, make sure each letter is signed and printed on bond paper. At this stage in your professional career, your cover letter should be no longer than one page.

2. Content

You should invest the time to draft several standard but customizable cover letters that can be edited to fit particular types of employers. Your cover letter should always explain to the employer why you are sending a résumé, and if you are responding to a job posting tell the employer how you learned about the position.

1. First Paragraph. Tells your reader who you are and why you are writing. Tell your reader specifically what you are interested in - law clerk during the academic year, associate position or a summer job. You should also aim to briefly answer the following questions - Why are you interested in the opportunity? Why are you a good candidate? This paragraph should engender enough attention to make the employer finish reading the letter.
2. Body Paragraph (can be one or two paragraphs). Explains why you are a good candidate for the position. Emphasizes your achievements and experience. Aims to convey an understanding of the employer and a desire to join the organization.
3. Final Paragraph. Thank the reader for his/her consideration; state your interest in a personal interview. Let the reader know what other documents you are including with your letter and offer to provide any additional information.

COVER LETTER TEMPLATE:

- CP&P Office template available at <https://law.fiu.edu/career-planning/resource-center/>

Susy Second Year

123 New Hope Street
Miami, Florida 33186
(305)555-1212 SSecon123@fiu.edu

DATE

Mr. Larry Lawyer, Esq.
Lawyers Are Us
456 Easy Street
Coral Gables, FL 33124

Dear Mr. Lawyer:

INTRO Paragraph (who you are and why you are writing)

BODY Paragraph (1 or 2 paragraphs - possibly one about your professional background and one about academic achievement)

FINAL Paragraph (Thank them and tell them what you are sending)

Sincerely,

Susy Second Year

WRITING SAMPLES:

Often employers will request writing samples to be included with your initial application. You want to make sure you have them ready and are able to produce them at a moment's notice.

Additional information available at <https://law.fiu.edu/career-planning/resource-center/>.

INTERVIEWING TIPS:

The interview is extremely important. Once you know you have secured an interview you want to make sure to prepare properly. Contact an adviser to arrange for a mock interview to help better prepare you.

Additional information available at <https://law.fiu.edu/career-planning/resource-center/>.

THANK YOU LETTERS:

Writing a thank you letter after a job interview is a must. It distinguishes you from the other candidates. Plan to send out your thank you letters as soon as possible (preferably within 24 hours) after your interviews. You should send a thank you letter to each person who you met with. If you interviewed with several people – each one should get their own personalized letter that memorializes your time with that person. A hand written thank you note can be a plus. If you choose to hand write a letter, make sure that it is neat and legible. If time is of the essence, it may be best to send an email thank you letter. Regardless of how you send the letter be extremely careful that the persons' name and the firm's name are spelled correctly and that if you include a title it is a correct one. It is a good idea to get business cards from the interviewers when you are there, but if you are unable to obtain one, check Martindale (www.martindale.com), the firms' website, or contact the Ovadia CP&P Office.

THANK YOU NOTE TEMPLATE:

Susy Second Year

123 New Hope Street
Miami, Florida 33186
(305)555-1212 SSecon123@fiu.edu

DATE

Mr. Larry Lawyer, Esq.
Lawyers Are Us
456 Easy Street
Coral Gables, Florida 33124

Dear Mr. Lawyer

FIRST PARAGRAPH: Thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

SECOND PARAGRAPH: Include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. The more detailed you are, the more the interviewer will know about your qualifications.

THIRD PARAGRAPH (optional): This is your chance to mention anything that you didn't bring up at the interview that you'd like the employer to know, or to follow up on something the interviewer may have asked or said at the interview. This gives you another chance to make a good impression.

CLOSING PARAGRAPH: Reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

Sincerely,

Signature

Typed Name

NETWORKING:

The Ovadia CP&P Office works with the Alumni Relations Office and the Student Bar Association to present several networking opportunities to students throughout the year. A variety of alumni functions and other FIU Law community activities offer a wide range of opportunities to network with practitioners, judges and others. Students are strongly encouraged to participate.

There are many outside opportunities to network as well. Attending Florida Bar functions and affinity bar functions are a good way to meet people. Offering to volunteer for events these organizations sponsor may get you free tickets and a great way to meet members. The Ovadia CP&P Office keeps a calendar of upcoming voluntary bar association events, located at our website on the Resource Center page at <https://law.fiu.edu/career-planning/resource-center/>. Make sure to participate.

In addition to traditional networking, we encourage students to be aware of the importance and dangers of social networking sites. Make sure to keep your private life private. Set your privacy tabs on social networking sites such as Facebook.

Consider joining professional networking sites such as Linked In. This is a good place to start developing your professional network.

RECRUITING PROGRAMS: ON-CAMPUS INTERVIEWS (OCI) AND RÉSUMÉ COLLECT:

During the fall and spring of your second and third years - and for 1Ls, the spring of your first year - a number of employers come on campus to conduct interviews. This recruiting process is known as “OCI” (On-Campus Interviews). Employers unable to come on campus request résumés from interested students (Résumé Collect). Fall and Spring recruiting programs are open to all law students. Employers include large and medium-sized law firms, corporations, government agencies and public interest organizations.

If you wish to be considered, you will need to submit a résumé and other application materials via Symplicity by the posted deadline. If you are selected for an interview, you will also accept/schedule your interview via Symplicity. Employers participating in a Résumé Collect will contact those students they wish to interview directly.

During fall recruiting, employers interview students for law clerk positions to begin the following summer and for permanent positions after graduation. Fall OCI registration begins during the summer and is done entirely through Symplicity, which means you are able to access it no matter where you are. **Therefore, it is important that you read emails from the Ovadia CP&P Office to stay informed when these programs open and close.**

CAREERS IN LAW:

A. Law Firms

Working for a law firm during the summer enables you to build upon what you learned in law school with invaluable practical experience. It also enhances your résumé and helps you to network with practicing attorneys. Law firms recruit students throughout the year, however, you should note the information set forth below.

Large Law Firms

Large law firms are able to project their growth and hiring needs better than smaller firms and therefore hire most of their summer associates through fall recruiting programs throughout the country. While most of their summer associates are second year students, some large firms hire first year students. You can find out which firms hire first year students by consulting the *NALP Directory of Legal Employers*, which is available online at www.nalpdirectory.com. According to NALP's Principles and Standards for Law Placement and Recruitment Activities, prospective employers and first year law students should not initiate contact with one another prior to December 1. All NALP-member firms (which tend to be the large firms) adhere to this guideline.

Mid- and Small-Sized Law Firms

Mid- and small-sized law firms offer more employment opportunities to first year students than large firms do. Many of these firms post open positions on Symplicity, and some participate in our Spring OCI program. Also, first year students can contact these firms directly by sending their cover letters and résumés to them even if the firms do not have published job postings at the time. The *Martindale-Hubbell Law Directory* <http://www.martindale.com> is a great research tool for this type of self-initiated job search. We suggest that you meet with an Ovadia CP&P Office adviser to discuss this further before you begin to contact these firms.

B. Government

Federal Government

The federal government offers career opportunities in a broad range of legal fields, such as admiralty, banking, trade regulation, taxation and finance, labor law, communications regulation, international law, energy law, antitrust, patent law, public utilities regulation, criminal and constitutional law. For specific information on the role of attorneys in a particular agency, refer to the *Federal Yellow Book*, which is available online at www.LeadershipDirectories.com and *Now Hiring: Government Jobs for Lawyers*, which is available in the FIU Law Library. You can find over 1,800 volunteer positions at the Department of Justice at <http://www.justice.gov/careers/legal/volunteer-intern.html>.

The *Government Honors & Internship Handbook* contains detailed information about summer employment for first year students, and hiring information/application deadlines for many federal agencies. The Handbook is available at <http://arizonahandbooks.com/u/GHPPHandbookFIULaw> (contact the Ovadia CP&P Office for the password).

Another good resource is the Office of Personnel Management (www.opm.gov). It lists government jobs in all agencies, according to the criteria you select. A related website, <https://www.usajobs.gov/studentsandgrads>, provides information on government agencies with student employment opportunities. The *NALP Directory of Legal Employers* (www.nalpdirectory.com) also has information on some government agencies, including contact information and hiring criteria. You should keep in mind that several of the largest federal agencies have formal recruitment programs, interview in early fall and make offers by December. If you are interested in a summer clerkship with a government agency, check with the Ovadia CP&P Office immediately upon returning to school in the fall of your second year.

Local and State Government

A number of internship opportunities are available to law students in local and state government agencies. Ideally, you should start applying for summer employment at local and state government agencies no later than mid-spring semester. However, most of these agencies are willing to hire students, as long as there is space available. An effective way to obtain information about internship opportunities at local and state agencies is to visit the website of the specific agency in which you are interested. Usually, the specific agency's website will provide detailed information regarding its internship program.

To obtain more information on opportunities with local and state government, as well as contact information for many local and state agencies in Florida, such as the Miami-Dade State Attorney's Office, the Miami-Dade County Public Defender's Office, the State of Florida Attorney General's Office and the City of Miami Attorney's Office, please contact the Ovadia CP&P Office.

C. Judicial Internships

A judicial **internship** is an opportunity for a law student to work with a judge while attending law school. A judicial **clerkship**, on the other hand, is an opportunity to work with a judge *after* graduating from law school. In this Handbook we have focused on judicial internships. Should you wish to obtain more information on judicial clerkships, refer to the *Judicial Clerkship Guide*, which is available in the Ovadia CP&P Office Library, or make an appointment to meet with the Assistant Dean, Ana Bierman.

Internship positions are available at the federal and state court levels throughout the academic year and during the summer. Depending on the court, an intern will typically attend court proceedings, assist in drafting memoranda and opinions, and conduct research for the judges.

The process for applying for an internship varies by state and by court. When applying for an internship, it is recommended that you first have your résumé and cover letter reviewed by the Ovadia CP&P Office. Once you have an approved résumé and cover letter, and have decided where you wish to intern, you should do the following:

- Call the chambers of the judges for whom you would like to intern, and ask their judicial assistants if the judges are accepting applications for interns.
- Attend the Judicial Clerkship and Internship Information Sessions in the fall and spring.

Federal Judges

You may visit www.uscourts.gov to obtain biographical/professional information about judges with whom you are interested in working. Other online resources for judicial clerkships include:

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

Federal Court Information:

http://dir.yahoo.com/Government/U_S_Government/Judicial_Branch/Federal_Courts/

Federal Judicial Center: <http://www.fjc.gov/>

Vermont Law School's Guide to State Judicial Clerkship Procedures:

<http://vermontlaw.edu/Documents/career%20services/JudicialClerkshipInfo.pdf>

State and Local Government on the Net: <http://www.statelocalgov.net/index.cfm>

Florida State Appellate Court Judges

Visit www.flcourts.org to gather information on state appellate judges and follow the same procedure above.

Florida State Trial Court Judges

For the Eleventh Judicial Circuit Court, visit www.jud11.flcourts.org. Each judicial district in Florida has its own website which can be found on www.flcourts.org. Thereafter, follow the same procedure as set forth above.

Judges Outside Dade County or Florida

If you are interested in interning for federal or state judges outside of Dade County, or outside of Florida, please consult www.uscourts.gov or www.judicialclerkships.com for links to the courts of other states, and The *Vermont Guide to State Judicial Clerkship Procedures* is also available online. Please contact the Ovadia CP&P Office for your username and password. The process for applying to these judges is the same as the process discussed above for Florida judges.

Protocol for All Judges

If a judge offers you a position, you should accept immediately. As such, do not apply if you are not fully committed to accepting an offer. Once you have applied for an internship or clerkship, wait ten days to two weeks before calling to follow up on the status of your application. If you get an interview, you must fully research the judge prior to the interview and see Dean Bierman about mock interviews and other guidance.

D. Public Interest

Public interest law refers to legal areas that focus on matters affecting the public at large, and often involve an underrepresented constituency. The practice includes legal representation for a governmental entity or non-profit organizations.

The knowledge and skills utilized in public interest work is similar and transferable to private firms. One distinction is that in public interest, you will have earlier opportunities to meet directly with clients and appear in court.

There are many different types of public interest employers including:

- **Public Defenders Offices** represent indigent clients in criminal cases. The Directory of Legal Aid and Defender Offices in the United States – www.nlada.org
- **Legal Service Organizations** represent clients in civil cases
- **Public Interest Policy and Advocacy Groups** seek to influence governmental policy through regulatory comment, lobbying and advocacy
- **Public Interest Litigation Groups** support litigation that impact particular issues
- **Public Interest Environmental Organizations** work for the benefit of the environment
- **Trade and Professional Associations** represent the interest of their members in areas of legislative and regulatory policy

If you think that public interest is where you would like to begin your career, it is imperative that you get as much experience in the field as possible. Unlike most other areas of the law, public interest employers tend to hire based on experience and demonstrated interest, rather than solely on academic achievements. Additionally, you will find that the public interest community is relatively close-knit, and once you are known as a dedicated professional, finding work within the field will be easier through those networks.

Equal Justice Works (EJW) – www.equaljusticeworks.org

FIU Law is a member of EJW, an organization that connects law students and lawyers interested in the public sector. Through EJW you are able to attend the largest national public interest career fair in the country. More than 1,200 students from 165 law schools attend for two days of

interviews, workshops, networking and other career opportunities each October. In addition, EJW sponsors summer fellowships and post-graduate fellowships in the public sector.

PSJD – www.PSJD.org

PSJD is an online database of domestic and international public interest opportunities. It houses information on volunteer projects during the school year and the summer, as well as post-graduate public interest employment. The database matches students with government agencies, legal aid societies, non-profit organizations, judges and private firms according to parameters you specify. Students must register for access and registration is free to FIU Law students.

Fellowships

Additionally, PSJD has a comprehensive list of all the major summer and post-graduate fellowships. Fellowships are a great opportunity for students interested in pursuing a career in public interest law. Post-graduate fellowships are awarded after law school graduation for a fixed period of time, while summer fellowships or semester fellowships are available to students during their first and second summers of law school, and during the academic year. Some fellowships are paid and others are unpaid. The following is a sample of fellowship opportunities available to students during the first summer of law school:

- ***ABA John J. Curtin, Jr. Justice Fund 2007 Summer Legal Internship Program***
(<http://www.abanet.org/homeless/curtin.html>)

- ***Equal Justice Works' Summer Corps***
(<http://www.equaljusticeworks.org/programs/summercorps/general>)

- ***U.S. Securities and Exchange Commission's Summer Honors Law Program***
(www.sec.gov/jobs/jobs_students.shtml)

- ***Florida Supreme Court Internship Program for Distinguished Florida Law Students***

E. Corporations and Additional Organizations

Corporate Counsel

Corporate legal departments, like corporations themselves, vary in size, from a single attorney to over 200 attorneys. Since finding a position as corporate counsel is very competitive, interested students should start networking during law school by joining bar associations and relevant student organizations, and attending the seminars and functions sponsored by these associations and organizations. For more information refer to the *Directory of Corporate Counsel* and the

NALP pamphlet, *Going In-House: A Guide for Law Students and Recent Graduates*, both of which are available on the NALP website.

Accounting Firms

Although the main business of accounting firms involves auditing, tax planning and management services, these organizations are also involved in the same work handled by private tax practitioners, including mergers and acquisitions, estate planning, foreign taxation and corporate reorganizations. In addition, many public accounting firms have diversified to provide a broad range of business planning and consulting services to a variety of clients.

Banking

Trust departments in banks employ law graduates to advise on matters of probate, personal trusts, pension, corporate and profit sharing trusts. The consumer lending departments, credit departments (commercial loans) and personnel departments (employment discrimination and civil rights law) of banks also employ law graduates. For more information, refer to the *Directory of Trust Banking*, published by the American Bankers Association at (www.aba.com).

University Counsel

University counsel work on legal issues involving contracts, gift planning, labor relations, college athletics and tax, as well as with issues particular to educational institutions. The National Association of College and University Attorneys (NACUA – www.nacua.org), located in Washington, D.C., is comprised of attorneys who serve as in-house counsel and attorneys who work for firms that represent educational institutions. NACUA can be a useful resource when conducting research on the position of university counsel.

Useful Resources on Non-Traditional Careers:

What Can You Do with a Law Degree – the Classic by Deborah Arron

Do What You Are – the variety of careers based on MBTI type by Tieger & Barron

What Color is Your Parachute – the classic general self-assessment guide by John Bolles

The StrengthsFinder – focus on what you do well and find a job that fits by Tome Roth

WishCraft – open up a world of possibilities by Barbara Sher

The Artist's Way at Work by Julia Cameron

Before making the decision to focus on non-traditional careers, you should consult closely with an Ovadia CP&P Office adviser about motivations and strategies. Many of these books are available in our office or can be ordered upon request.

JOB FAIRS:

FIU Law participates in numerous job fairs. These programs give students increased access to a broad range of employers and help accommodate employers unable to travel to FIU Law for on-campus interviews. Students interested in getting exposure to employers outside of Florida should consider attending job fairs. All job fairs have strict deadlines that must be adhered to. We strongly encourage you to visit the job fair websites for additional information. Please review the job fairs available to you and make note of any deadlines. For more information, please contact the Ovadia CP&P Office at lawcareer@fiu.edu.

Pre-Registration: For some job fairs you will be required to pre-register with the Ovadia CP&P Office in order to receive important information including participating employers and deadlines. Pre-registration does not mean you are committing to attending the job fair.

<u>JOB FAIR AND LOCATION(S)</u>	<u>DATE</u>	<u>WHEN TO REGISTER</u>	<u>JOB FAIR INFORMATION AND ELIGIBILITY</u>
The Boston Lawyers Group Job Fair Boston, MA and Washington, D.C.	August	June	Open to rising 2Ls and 3Ls of color interested in working in Boston for their post-graduate career. There is a networking reception the evening before the job fair. For more information, please visit: www.thebostonlawyersgroup.com
Equal Justice Works Conference and Career Fair Washington, D.C.	October 25-26	August 13 – October 11	Open to rising 2Ls, 3Ls and alumni. The job fair typically brings together over 200 public interest employers. For more information, please visit: http://www.equaljusticeworks.org/law-school/conference-and-careerfair/students
Heartland Diversity Legal Job Fair Kansas City, M.O.	August	June	Open to rising 2Ls, 3Ls and Class of 2014 graduates. Designed to expose law students of diverse backgrounds to both the traditional and non-traditional legal employers. For more information, visit: http://www.heartlanddiversity.org/StudentReg.htm
Hispanic National Bar Association Career Fair Washington, D.C.	August	June	Open to rising 2Ls and 3Ls. For more information, please visit: www.hnba.com
IMPACT Career Fair for Law Students and Attorneys with Disabilities Washington, D.C. area	August	July	Open to rising 2Ls, 3Ls and graduates with disabilities. For more information please visit: www.law.arizona.edu/impact
Indianapolis Bar Association Diversity Job Fair Indianapolis, IN	July	June	Open to full-time 2L students (graduating May 2016) or part-time 2L and 3L (graduating December 2016/May 2017) who represent all aspects of diversity and are looking for a one-of-a-kind legal community in a Midwestern city. http://www.ibadiversityjobfair.org/
National LGBT Bar Association Lavender Law Career Fair Hollywood, CA	August	July	Open to rising 2L and 3L lesbian, gay, bisexual and transgender students. For more information, please visit: http://www.lgbtbar.org/annual/career-fair/

Minnesota Minority Recruitment Conference Minneapolis, MN	August	Early summer	Open to rising 2Ls and 3Ls interested in interviewing with the largest legal employers in the Minneapolis / St. Paul area. http://www.diversityinpractice.org/index.asp?pageID=25
Nat'l Black Prosecutors Association Job Fair New Orleans, LA	July	June	Open to rising 2Ls, 3Ls and graduates. For more information, please visit: http://www.blackprosecutors.org/annualconference.html
Northwest Minority Job Fair Seattle, WA	August	June– July	Open to rising 2Ls and 3Ls. Fosters access to employment opportunities for historically underrepresented persons in the practice of law and to provide a networking forum. http://www.nwmjf.org/
Patent Law Job Fair Chicago, IL	August	March	Open to rising 2Ls and 3Ls. Sponsored by Loyola University Chicago School of Law. Most of the employers attending this job fair require that students be eligible for, or have passed, the patent bar examination. For more information, please visit http://www.luc.edu/law/career/patent_students.html
Rocky Mountain Diversity Career Fair Denver, CO	September	July	Open to rising 2Ls, 3Ls and Class of 2014 graduates. For more information, please visit: www.rmdlcf.com
Southeastern Intellectual Property Job Fair (SIPJF) Atlanta, GA	July	May	Open to rising 2Ls and 3Ls. Features employers seeking applicants interested in practicing intellectual property law. For more information, please visit: http://law.gsu.edu/careers/2150.html
Southeastern Minority Job Fair (SEMJF) Marietta, GA	July	April	Open to rising 2Ls, 3Ls and Class of 2014 graduates. For more information, please visit: www.semjf.org
Vault/MCCA Legal Diversity Career Fair Washington, D.C.	July	TBD	Open to rising 2Ls, 3Ls and graduates. For more information, please visit www.wix.com/vault.com/ldef

RECIPROCITY POLICY:

<https://law.fiu.edu/career-planning/reciprocity-policy/>

If you are seeking post-graduate employment outside of South Florida, the Ovadia CP&P Office can assist by requesting reasonable reciprocal access to a participating law school's career services office in your desired geographic location. Many law schools make their career planning offices and services available to students and alumni of other law schools on a reciprocal basis. Practices and available services vary from school to school, and an advance letter of introduction from the Ovadia CP&P Office is required.

Before enlisting the Ovadia CP&P Office to request reciprocity privileges for you, it is important that you read the intended law school's reciprocity policy to ensure that you are eligible to participate.

To request reciprocity from a school outside of South Florida, email lawcareer@fiu.edu. Those requesting reciprocity must provide their year in school or year of graduation, contact information, the law school from which they are requesting reciprocity and, if available, the contact information for the reciprocity coordinator at that school, which may be available through [NALP](#).

Please note: Most schools do not offer reciprocity services during the fall, and students and alumni may only have one active reciprocity request at a time.

APPENDIX A: INDIVIDUAL DEVELOPMENT PLAN:

USING THE INDIVIDUAL DEVELOPMENT PLAN:

Self-awareness is essential to a successful and satisfying career. The attached IDP aids that process by asking you to complete several self-assessment inventories that you will use to identify career options that fit your unique set of interests, skills and values.

After completing the worksheets, make an appointment with an adviser who will help you set goals and generate action steps relevant to your career aspirations, whether you have a specific idea of what you want to do or you are simply in the information-gathering stage. Taking a proactive approach to your career early in your law school education allows you to be directed in the types of opportunities you seek. In addition to providing career advising, recruiting programs, and job listings, we also offer educational programming, resources and networking opportunities to help you gain the information you need to make informed career decisions.

We are here to help you, so please come see us with your completed IDP.

TWO STEP WORKPLACE VALUES EXERCISE:

STEP ONE: Rate the importance of each of the workplace values on the following list. We have left a few blank lines at the end in case we have missed something that you consider essential.

Rate the degree of importance you place on each of the following values using this scale:

1 = Things I value VERY MUCH 2 = Things I value SOMEWHAT 3 = NOT VERY IMPORTANT

I am interested in jobs and careers that include:

- _____ helping those in need
- _____ mental challenge/mentally demanding/problem solving
- _____ opportunity for balance between work life and family life
- _____ flexibility in work structure
- _____ intellectual status, an acknowledged “expert” in a given field
- _____ order and structure
- _____ high degree of competition
- _____ integrity and truth
- _____ rewarding loyalty and dependability
- _____ having self-respect and pride in work
- _____ stability and security
- _____ strong financial compensation and financial rewards
- _____ being recognized for quality of work in a visible/public way
- _____ having a positive impact on others and society
- _____ using creativity, imagination; being innovative
- _____ variety and a changing work pace
- _____ professional development and on-going learning and growth
- _____ friendships and warm working relationships
- _____ teamwork and work groups
- _____ glamour, prestige, respect, or a level of social status
- _____ routine, predictable work projects
- _____ deadlines and time demand/pressure challenges
- _____ clear advancement tracks/opportunities for advancement
- _____ tranquility, comfort, and avoidance of pressure
- _____ dealing with the public/day-to-day contact with the public
- _____ using cutting edge or pioneering technologies or techniques
- _____ opportunities for supervision, power, leadership, influence
- _____ making decisions, having power to decide courses of action
- _____ respect, recognition, being valued
- _____ autonomy, independence, freedom
- _____ precision work with little tolerance for error
- _____ adventure and excitement

STEP TWO: Narrow down your list to the five core values you consider most Important - that you cannot live without in your job/workplace - and write them below:

1. _____
2. _____
3. _____
4. _____
5. _____

OPTIONAL: Write a short statement expressing how the selected values have impacted or influenced decisions you have made related to your previous career, accomplishments or choices.

REFLECTION: *Workplace values are a critically important, yet often overlooked factor when trying to determine what is most and least important to you in your job and career choices. An awareness of your work values allows you to take action steps to explore and identify settings, practice areas and types of work that are in alignment with what truly matters to you. Ideally you can use this awareness to help judge the level of "fit" with any future job, employer, or career change. Values are often described as either being "intrinsic" or "extrinsic." Intrinsic values refer to the actual work being performed and its societal or personal purpose or meaning, such as creativity or helping others. Extrinsic values are external factors, such as prestige, compensation and leisure time.*

Adapted from Randall Hanson, Quintcareers.com

Practice Area & Setting Interest Inventory

Please check those practice areas which currently pique your interest.

Administrative Law & Regulatory Practice	Food and Drug Law
Air, Sea, & Space Law	Government Contracts
Alternative Dispute Resolution (ADR)	Health Care Law
Animal Rights	Housing/Homelessness
Antitrust/Competition Law	Immigration/Refugee Law
Appellate Law	Insurance Law
Banking and Commercial Finance	Intellectual Property Law
Bankruptcy Law	International Law
Business Law	Labor and Employment Law
Children's Advocacy/Juvenile Justice	Legislative Practice
Civil Litigation	LGBT Law
Civil Rights/Civil Liberties	Litigation, General
Communications/Media Law	Migrant Worker Advocacy
Community Economic Development	Military Judge Advocates / JAG
Constitutional Law	Municipal Finance Practice
Consumer Protection	National Security Law
Corporate Practice	Poverty/Legal Services
Criminal Law	Prisoners' Rights
Cyberspace Law	Privacy Law
Disability Law	Public Defense/Death Penalty
Drug Law	Real Estate & Property Law
Education Law	Securities Law
Elder Law	Tax Law
Election Law/Voting Rights	Telecommunications Law
Employee Benefits	Tort Law
Entertainment & Sports Law	Trade Law
Environmental & Energy Law	Trusts and Estates Law
Ethics	White Collar
Family Law	Women's Rights

Choose three to five practice settings to explore further.

Academic

- o General Counsel's Office
- o Law School Administration
- o Law School Faculty

Alternative

- o Investment Banking
- o Journalism
- o Entrepreneurship

Associations:

- o Professional Associations
- o Bar Associations
- o Trade Associations

Businesses & Corporations

- o In-House Counsel
- o Government Affairs

Government:

- o Federal Government
- o State Government
- o Local Government

International

- o Non-Government Organization (NGO)
- o Government
- o Law Firm

Judicial

- o Trial
- o Appellate

Law Firms

- o Large
- o Medium
- o Small

Non-Profit

- o Legal Services
- o Public Policy
- o Advocacy

o Prosecutor/Public Defender Offices

o Solo Practitioner

GOAL SETTING WORKSHEET:

Goal: _____

Why is this goal important to you?

What actions will you take to achieve your goal? Be specific.

Action Steps

Due Date

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Obstacles/Challenges & Strategy for Overcoming

1. _____
2. _____
3. _____

Additional Information/Resources

GOAL SETTING WORKSHEET SAMPLE:

Goal: *To learn more about career options in environmental law.*

Why is this goal important to you? *I am attending law school because of my strong interest in environmental issues, but I don't know what options I have.*

What actions will you take to achieve your goal? Be specific.

Action Steps	Due Date
1. <i>Locate 2-4 environmental lawyer alumni for informational interviews</i>	<i>___ 11/15 ___</i>
2. <i>Schedule meeting with environmental law professor for suggestions</i>	<i>___ 12/01 ___</i>
3. <i>Research environmental internships on PSJD.Net</i>	<i>___ 11/30 ___</i>
4. <i>Send email to an Ovadia CP&LP Office adviser to see if there are any current opportunities</i>	<i>___ 12/10 ___</i>

Obstacles/Challenges & Strategy for Overcoming

- 1. I don't know how to find alumni. So I will talk to an Ovadia CP&LP Office adviser and use LinkedIn.*
- 2. I don't feel confident in the subject matter. Join environmental law bar association at free or reduced student rate. Attend networking events and volunteer to serve.*
- 3. I don't know what classes to take. Schedule meeting with Academic Adviser.*

Additional Information/Resources

An Ovadia CP&LP Office adviser, practice area guidebook in the Ovadia CP&LP Office, Student Association, internet research.
