

Georgetown University Law Center
Office of Career Services
presents
Job Strategy 101



Questions during Program?

Feel free to email questions to the
following address:

montgomm@law.georgetown.edu

Process the Layoff

- Take a day or two
- Take time to purge
 - Don't want to burn bridges
 - Understand that you are not alone
- Continue participating in your normal day-to-day activities
 - Take care of yourself

Immediately talk to your current employer. . .

- References:
What is the story? Are we on the same page?
What is the employer's reference policy?
- Separation Agreement: How long are you active on the website? Phone? What is your official end date?
- Resume
- Transcript

Financial Considerations

- What is your bottom line? Focus on a minimum needs analysis.
- Insurance coverage?
- Are you willing to move? What are your housing considerations?
- Filing for unemployment
- Loans: consider having a conversation with your lender

Establish a Job Hunting Routine

- Very easy to get side-tracked during a job hunt
- Make a schedule
- Tasks to complete with deadlines
- No one can look for a job 24 hours a day
- Get out of the house for your job search (Starbucks)
- Set someone up to report to
- Continue to exercise, volunteer, socialize with friends
- Volunteer: take this as an opportunity to target your interests/makes connections for search

Reciprocity

- Limited to one law school per state
- Blackout period: generally August 1 through December 15
- Regional vs. National law schools

Georgetown Online Resources

- The Network at Georgetown Law:
<http://www.law.georgetown.edu/TheNetwork/>
- Symplicity
- Law Center Web Resources
- Go to the following website and complete the form:
<http://www.law.georgetown.edu/career/alumni/documents/JudicialClerkship-JobListingsAccess.doc>
- Send the completed form to Sabrina James at:
sj66@law.georgetown.edu or 202-662-9313 (fax)

Resumes

- Marketing Brochure
- The Basics/General Advice
- What suits the market?
- 1 page vs. 2 pages
- Having multiple versions of your resume
- Skills based resume
- Focusing on accomplishments vs. responsibilities
- Customizing a resume for a specific job posting

Cover Letters

- Don't just repeat your resume
- Customize for job postings
 - Print out the posting
 - Google the employer
 - Highlight what the employer wants in your letter
- Don't send a find/replace cover letter
- Do you have a hook? How do you know about the job?
- What makes you unique?
 - Answer: Why should I hire you? Why are you interested?
 - Show: Passion!

Tracking Applications/Submissions

- Great way to track your progress
- Keeps you on your job hunting routine
- Allows you to monitor when you should follow-up
- Not all postings remain “live” through the interviewing stage; allows you to keep job description readily available

Useful Websites

- <https://law-georgetown-csm.symplicity.com>
- <http://www.usajobs.gov/>
- <http://www.pslawnet.org/>
- http://www.usdoj.gov/oarm/opp_attorneys.htm
- <http://www.idealists.org/>
- <http://www.acc.com/>
- <http://www.martindale.com/>

Bar Membership Programs

- Some state and city bar associations offer programs for attorneys in transition including: Chicago, New York, San Francisco, & Philadelphia
- New York City Law Department: courtroom experience
- NY State Unified Court System: work with pro se litigants

Networking

- Contact people you know
- Ask your friends and relatives who they know
- Informational interviews
- Networking sites: LinkedIn & Facebook
- Georgetown Law Resources: The Network, faculty, classmates
- Follow-up with connections and thank them appropriately

Career Transition In-Depth

- **Thursday, April 23rd at 6:00 p.m.
(McDonough Room 200)**
- Retooling your practice
- Changing industries
- Moving from private to public sector
- Networking to your next job
- **Additional Program to take place in
May**

Questions & Answers