

Georgetown University Law Center
Office of Career Services
presents
Career Transition In-Depth



Questions During the Program?

Feel free to email questions to the
following address:

montgomm@law.georgetown.edu

Making a Transition

- Re-tooling Your Practice
- Moving from Private to
Public Sector
- Networking to Your Next Job

Re-tooling Your Practice

- Re-tooling vs. Micropractice
- Self-Assessment
- Build Your Resume
- Build Your Knowledge Base
- Personal Branding
- Do the Research
- Be Open

Self-Assessment

- Informal and formal education
- Work experience
- Discuss the move with colleagues and mentors
Ask them: Do you see me in this new practice area?
- What is your motivation?
- Priority Checklist
- Deborah Arron, “What Can You Do With a Law Degree?”

Build Your Resume & Knowledge Base

- Attend CLE Programs
- Research and write an article
- Ask an expert if you can help with an article
- Pro-bono and volunteer activities
- Law school coursework
- Bar programs

Personal Branding

- One sentence that describes you
- Explains what kind of lawyer you are
- Branding is also a matter of what you want to become
- Ask yourself:
 - What is your experience?
 - Education?
 - Talents?
 - Interests?
 - Social and Business Connections?

Do the Research

- Understand the new practice area
- What skills are required?
- What are employers looking for from new hires?
- How are positions advertised?

Be Open-Minded

- Are you willing to take a cut in pay? What is your minimum needs analysis?
- Are you willing to take a cut in terms of seniority?
- Are you willing to take a step back on the partnership track?
- Are you willing to make a geographic move?

Moving from Private to Public Sector

- Be patient (average search in a good economy is 4 to 6 months)
- Be complete (especially for federal jobs incomplete applications will not be reviewed)
- Understand the industries (just because you want to do int'l law does not limit you to the State Dept.)
- www.usdoj.gov/oarm/images/practice.pdf (Practice Chart)
- “Federal Careers for Attorneys” (practice area, location, agency)

Federal Government Search

- Know where to look
 - www.usajobs.com
 - <http://www.usdoj.gov/oarm/attvacancies.html>
- Be prepared
 - KSAs (www.usdoj.gov/oarm/images/practice.pdf)
 - Partnership for Public Service:
<http://ourpublicservice.org/OPS/assets/documents/KSAWritingWorkshop2009.pdf>
 - Interviews
- Network

Not-for-Profit Jobs

- Most non-profits look to hire people who have shown a commitment to non-profit causes.
- www.pslawnet.org
- www.idealists.org
- Show your passion
 - Pro bono experience
 - Volunteer work
 - Membership on boards of non-profit and/or charitable organizations
 - Internships in law school and college

State and Local Government

- Look outside of the obvious geographic areas (Manhattan vs. Bronx, Queens, Brooklyn)
- Urban centers on both coasts and the more high profile cities may be difficult public interest markets, while at the same time, rural legal aid offices in less populated areas need attorneys
- Consider legal aid, public defender, or local prosecutor jobs

Contact OPICS with Questions

opics@law.georgetown.edu

202-662-9655

Networking

- In-Person
- Informational Interview
- Networking letters
- Attending public events and networking
- On-Line
 - The Network at Georgetown Law
 - LinkedIn
 - Facebook

Prepare a networking strategy

- Make a list of people you already know
- Make a list of people you would like to know
 - Attorneys in the news
 - Alumni who specialize in the area of law you would like to learn about
- When you network ask for additional connections, suggestions

Networking Tips

- Start small
- Join groups
- Be prepared
- Ask open-ended questions
- Ask for introductions
- Reciprocate
- Follow-up
- Practice if you are nervous

Alumni Panel Program

- Be sure to check out the new Alumni section on the Career Services Website: Searching for a Job in a Tough Economy
- Upcoming program TBA
- All PowerPoints and handouts will be posted on the Web

Questions & Answers