

CHAPTER THREE

The Upperclass Years

Job Search Opportunities

Your second and third years of law school provide unique opportunities to explore many different markets, types of employers and geographic locations.

By their third year of law school, many students will know where they want to work when they graduate, but it can be a real challenge for those seeking to stay on top of the deadlines for each sector or individual employer. The following charts provide a basic overview of employment opportunities, programs, and timelines for upperclass students. In addition, we encourage you to keep in contact with your OCS or OPICS advisor regarding your search. Remember that the best opportunities are often found through individualized job searches, so do not limit yourself to OCS or OPICS sponsored programs!

Job hunting should not precede career choices and decision-making.

Georgetown Law Recruiting Programs for Upperclass Students

Early Interview Week (EIW): August

EIW is one of the largest on-campus interviewing programs in the country, with over 500 employers coming from across the United States to participate in the program. Interviews usually occur the week preceding the start of the fall semester. Information sessions are held and registration materials are distributed for EIW in April. Resumes/bids must be electronically submitted in July.

Georgetown Regional Interview Programs (GRIPs): September

The GRIPs provide opportunities for students to interview with employers in Chicago, Dallas, Los Angeles and the Bay Area. All take place in September. Students fly to the regional programs at their own expense to meet with local employers. In late spring and throughout the summer, OCS provides information by e-mail regarding registration, bidding and resume upload deadlines. Georgetown Law students can also participate in the New Hampshire Legal Job Fair hosted by Franklin Pierce Law Center.

September Interview Program (SIP): September

In September, some small, medium and large law firms, as well as select government agencies and public interest organizations, interview Georgetown Law students for summer and permanent positions. Registration, bidding and resume submission deadlines are in late August or early September.

Request for Resumes (RFR) Program: September

This program connects Georgetown Law students with employers (private and public sector) nationwide that do not take part in one of our formal interviewing programs. Students submit resumes to OCS or OPICS and the resumes are sent to each employer. Employers review the resumes and independently determine which students to contact.

Government Interview Program (GIP): September

GIP hosts approximately 30-35 government employers seeking to fill both summer and full-time graduate positions. Student information is available over the summer.

Equal Justice Works (EJW) Career Fair: Late October

Public interest and government employers from across the United States come to Washington, DC to interview students for summer and permanent positions.

Public Interest and Government Interview Program: Late January/Early February

Sponsored jointly by Georgetown Law and George Washington University Law School, this program hosts over 100 employers, primarily from the Washington, DC area.

Diversity Job Fairs: Annually

Georgetown Law students participate in approximately 15-20 diversity job fairs held throughout the US. Locations/registration deadlines vary, though most fairs occur in early fall. Students receive information in the spring and fall describing the programs.

Spring Job Fair

The Spring Job Fair provides students with the opportunity to interview with small and medium firms from various legal markets for positions in summer 2010 and post-graduation positions starting in fall 2010. This year, it will be comprised of two programs – the February Interview Program on Monday, February 22, 2010, and the March Interview Program on Friday, March 19, 2010. Each program will have its own deadline for participating, which OCS will provide in the beginning of the spring semester.

Legal Opportunities with Distinct Recruiting Calendars and Requirements

Public Interest

The key to finding public interest employment after graduation is early planning. The public interest legal market is substantially different from the private sector market, and in many ways more competitive. Private and public interest employers have separate hiring timelines, and they value different types of experiences and skills. See OPICS' *Public Interest and Government Career Guide* at <http://www.law.georgetown.edu/opics/> for detailed information about the hiring practices and processes of non-profit organizations and government agencies.

Judicial Clerkships

Clerkships are one or two year positions with federal, state, local or administrative law judges. They are fabulous experiences for all recent law graduates. Judicial clerks obtain great research and writing experience, knowledge of court or administrative agency procedures and often develop great mentor relationships with their judges. Contrary to popular myth, clerkships are not just for the top 10% of the class or for those interested in litigation.

If you are considering a judicial clerkship, the first thing you should do is obtain a copy of the OCS Judicial Clerkship Manual. The Manual provides a detailed overview of clerking, application strategy and the application process. The Manual can be found at http://www.law.georgetown.edu/career/paths/clerkships/clerkship_manual.pdf.

Also consider:

- *Interning with a judge, either in the summer or during the school year.* The experience not only gives you a sense of whether you would enjoy clerking, but judges value such experience. Many students have reported that they believe their internships helped them obtain full-time clerkships after graduating.
- *Working as a research assistant with a Georgetown Law professor.* Faculty recommendations are crucial in the judicial clerkship application process. Getting to know a faculty member personally is a great way to line up an excellent recommendation.
- *Attending the clerkship programs offered throughout the school year.* In addition, make an appointment with your section advisor to discuss the pros/cons and process of obtaining judicial clerkships or judicial internships.
- *Lining up a good non- Georgetown Law work recommendation.* Some judges like to see one recommendation from a person who has closely supervised your work in a legal practice setting.
- *Preparing an excellent writing sample.* Most judges require writing samples and closely scrutinize them. Consider asking a summer or other legal employer for at least one assignment that will provide you with a writing sample that you can submit when you apply for clerkships.

- *Becoming a member of a journal.* Although journal experience is not absolutely necessary to secure a clerkship, it can help significantly. If you do not participate on a journal, pursue other opportunities for extensive and substantive legal research and writing experience, such as the moot court team. Many judges will want to know that you maximized your opportunities to hone your research and writing skills.
- *Taking courses such as Evidence, Administrative Law and Federal Courts.* Doing so is less of a concern than the above considerations, but some judges will prefer that you have some background in these areas.

Small Firms

What constitutes a “small” firm? Basically, it depends on the region you are targeting. It ranges from a sole practitioner up to a firm with 50-60 attorneys in New York. Small firms can provide everything from state court to sophisticated, national practice experience. With such diversity, you need to formulate a targeted job search strategy based on size, interest and location. Your section advisor can guide you through this process.

Small firms generally have these characteristics:

Hiring Season. Small firms do not have a standard timeline for hiring summer clerks or permanent associates, and they do not hire nearly as far in advance as large firms. Small firms can start looking for summer and permanent associates in late October, but many wait until winter and spring to start seeking, interviewing and hiring applicants. Others hire entry-level associates only from a candidate pool that has already taken and passed the necessary bar exam. In other words, it might take until the fall or winter after graduation to secure a position with a small firm.

Summer Jobs. Since small firms generally do not know their permanent hiring needs for the following year, summer jobs with small firms might not result in post-graduation job offers. However, small firm summers generally give a very clear view of the firms’ work and provide a substantive work experience.

Salary. Most small firms pay less than their large firm counterparts. For summer jobs, the small firms often pay on an hourly basis, and that hourly rate differs in each geographic market. Associates may be paid significantly less than large law firms’ associates, but small firms often have greater flexibility in providing financial rewards based on performance.

Business Development. Small firms often expect an associate to bring in new clients and business at a fairly early stage in his or her career. Many firms provide financial incentives to help spur associate business development.

Level of Responsibility. Associates at small firms often are given a wide range of responsibilities. You are very likely to meet clients, participate in case strategy discussions, attend court proceedings, and provide research and drafting support to

partners and senior associates. Small firm attorneys also tend to enjoy a high level of autonomy and get exposure to every area of the firm's practice fairly quickly.

Hours. A common myth about small firm practice is that the hours are necessarily better. As is true of larger firms, billable hour requirements and quality of life at small firms very much depend on the firm.

Teaching Positions

If you love the world of academia, legal teaching positions provide a unique career choice. Law schools seek faculty members with a combination of strong academic recommendations, outstanding grades and experience, substantial scholarship, law review, moot court experience and a judicial clerkship (preferably federal). The number of law teaching positions available each year is relatively small, so early planning is crucial to making yourself competitive. Some suggestions:

- Publish! Scholarship is key to getting a legal teaching position.
- Seek membership on a law journal.
- Consider working as a research assistant to a law professor.
- Obtain a federal court clerkship.
- Sit down with a favorite law professor to discuss the possibility of legal teaching. Professors Susan Bloch and Emma Jordan serve as mentors for students interested in teaching.

The Association of American Law Schools (AALS) offers three services for those interested in finding a job as a law teacher: the Faculty Appointments Register (a collection of information about candidates interested in teaching at law schools that is given to law school recruiters); the Placement Bulletin (lists available faculty and administrative positions); and the Faculty Recruitment Conference (provides opportunities for law school recruiters and candidates for faculty positions to meet and interview). AALS' website is www.aals.org.

In-House Corporate Counsel

Very few opportunities exist for new graduates to start as in-house corporate counsel. These positions are generally filled through a lateral hire from a law firm or government agency, though a handful of corporations will hire students as law clerks to work throughout the school year and make them an offer at the end of their final year. The few openings that do exist tend to be in organizations with large in-house departments. Among the employers who have hired graduates directly into their in-house operation are multinational corporations, the auto industry (Ford), consumer product corporations (Coke, Proctor & Gamble), oil companies (Shell, Exxon) and computer companies (IBM, Microsoft).

Second-Year Evening Students

Second-year evening students will often be considered “1Ls” for the purpose of a summer job search, because employers often go by a student’s scheduled graduation date. This means you have a bonus summer!

For many of you, this may be the first summer you are seeking legal employment, and therefore much of the 1L information in the previous chapter applies to you. However, unlike 1Ls, you are permitted to contact employers prior to December 1st. You can also participate in Early Interview Week, although there will be a very limited number of spots for 2Es.

Please make an appointment with Laura Hosid, the OCS Evening Student Advisor, or Nicole Vikan, the OPICS Section 7 Advisor, to further explore your options

Second-Year Day/Third-Year Evening Job Search Timeline

This timeline provides an overview of the myriad of opportunities provided for 2L/3E students to explore their career options. Students are not expected to participate in all programs, but all students are encouraged to participate in as many as appear relevant to their career goals. Throughout the entire process, you should meet with your OCS section advisor and/or OPICS advisor to discuss your interests and your job search strategy.

June

- Meet with your OCS or OPICS advisor to review resume
- Register for Mock Interview Program
- Register for GRIPs held in Chicago, Dallas, Los Angeles and the Bay Area
- Register for the New Hampshire Legal Job Fair

July

- Meet with your OCS section advisor to discuss EIW strategy
- Submit resume and employer bids for EIW
- Write to employers, including those in your hometown, for summer positions the following year
- Submit materials for GRIPs and the New Hampshire Legal Job Fair

August

- Begin sending resumes to large firms requesting interviews outside of EIW interviews
- Register, bid and upload resumes for GIP
- Attend Interview Workshop
- Apply for Department of Justice (DOJ) Summer Law Intern Program (SLIP)
- Attend EIW

September

- Attend Callback Interview Workshop
- Review Government Honors Programs handout for fall deadlines
- Attend Chicago, Los Angeles, Bay Area and Dallas GRIPs, and New Hampshire Legal Job Fair
- Submit resume to Request for Resumes program
- Register, bid and upload resume for SIP
- Attend SIP and GIP
- Submit resumes and other materials for Equal Justice Works (EJW) Career Fair
- Meet with your OCS section advisor and/or OPICS advisor to discuss the status of your job search
- Begin independent job search of small/medium firms by using resources at <http://www.law.georgetown.edu/career/paths/smallfirms/>

October

- Attend EJW Career Fair
- Attend program on researching and applying to small/medium firms
- Conduct job search and apply to small/medium firms – this should continue throughout the fall and spring, as necessary

November

- Meet with your OCS and/or OPICS advisor to frame job search over the holiday period
- Begin individual outreach to public interest and government employers
- Complete Fall Recruitment Survey

January

- Bid and submit materials for employers participating in the Georgetown Law/GW Public Interest and Government Interview Program
- Meet with your OCS and/or OPICS advisor to create a job search strategy for the Spring Semester

February

- Attend Georgetown Law/GW Public Interest and Government Interview Program
- Continue to meet with your OCS and/or OPICS advisor as necessary
- Bid and submit materials for Spring 2010 Job Fairs I and II
- Attend Spring 2010 Job Fair I

March

- Attend Post-Graduate Public Interest Fellowship Workshop
- Continue to meet with your OCS and/or OPICS advisor as necessary
- Attend Spring Job Fair II

April

- Attend “How to Succeed as a Summer Associate”
- Attend Federal Judicial Clerkships Information Session
- Attend Skadden and Equal Justice Works Fellowship Information Sessions
- Continue to meet with your OCS and/or OPICS advisor as necessary

May

- Begin research for judicial clerkship applications and contact professors regarding potential letters of recommendations

Third-Year Day/Fourth-Year Evening Post-Graduate Job Search Timeline

This timeline provides a basic overview of 3L/4E job search opportunities. No student is expected to participate in all of these programs, but all are encouraged to participate in as many as appear relevant to their career goals. Throughout the entire process, you should meet with your OCS section advisor and/or OPICS advisor to discuss your interests and job search strategy.

June

- Register for GRIPs held in Chicago, Dallas, Los Angeles & Bay Area
- Register for New Hampshire Legal Job Fair
- Meet with OCS advisor regarding judicial clerkship applications

July

- Meet with OCS and/or OPICS advisor to discuss post-graduation plans and potential final year job search
- Submit resume and employer bids for EIW
- Submit materials for GRIPs and the New Hampshire Legal Job Fair
- Register for clerkship mailings via the “Clerkship” tab on Symplicity
- Submit judicial clerkship applications to Georgetown Law
- Compile list of judges to whom you wish to send judicial clerkship applications
- Contact potential sponsoring organizations for post-graduate public interest fellowships

August

- Review Government Honors Program application deadlines
- Submit resumes for SIP
- Begin sending resumes to large firms requesting interviews outside of EIW
- Attend Interview Workshop
- Apply for DOJ Honors Program
- Attend EIW

September

- Attend Callback Interview Workshop
- Georgetown Law mailing of judicial clerkships applications. Continue to apply for Federal and State judicial clerkships throughout the fall and spring semesters
- Attend Judicial Clerkship Interviewing Program
- Prepare applications for post-graduate fellowship opportunities
- Apply for DOJ and other government honor programs
- Apply for post-graduate Public Interest “Project” Fellowships
- Attend Chicago, Los Angeles, Bay Area and Dallas GRIPs, and the New Hampshire Legal Job Fair
- Submit resumes for Request for Resumes Program
- Submit resumes for SIP
- Submit resumes and other materials for Equal Justice Works (EJW) Career Fair
- Attend SIP and GIP
- Meet with your OCS and/or OPICS advisor to discuss the status of your job search
- Contact the Registrar to review bar application requirements and deadlines

October

- Attend EJW Career Fair
- Attend program on researching and applying to small/medium firms
- Begin independent job search of small/medium firms by using the resources at <http://www.law.georgetown.edu/career/paths/smallfirms/>. Continue applying for public interest fellowships (deadlines through April)
- Meet with your OCS and/or OPICS advisor to continue discussion of job search strategy
- Contact Financial Aid Office to determine post-graduate loan obligations and discuss post-graduate financial issues

November

- Meet with your OCS and/or OPICS advisor to continue discussion of job search strategy
- Complete Fall Recruitment Survey

December

- Continue to apply for small/medium firm, public interest and government positions

January-April

- Attend Life After Georgetown Law Sessions hosted by the Financial Aid Office
- Meet with OCS and/or OPICS advisor to continue discussion of job search strategy
- Continue applying to small/medium firms
- Bid and submit materials for Spring 2010 Job Fairs I and II
- Attend Spring 2010 Job Fairs I and II

The Bar Exam

Graduation day from law school is a joyous occasion. For most students, however, there remains one more task to tackle – the bar exam. In order to obtain a license to practice law, law school graduates must apply for admission to a particular state bar. The bar exam is held twice a year in July and February and application and administration rules, procedures and requirements vary by state. Because the information regarding the bar is state-specific, students should inquire as early as possible as to the bar admission requirements for the particular state(s) in which they are interested in practicing. The best source for this information is the website of the National Conference of Bar Examiners (NCBE). The web address is <http://www.ncbex.org>. In addition, the Registrar publishes a handbook entitled “What You Need to Know about the Bar Admission Process” and conducts yearly programs on this topic. The Registrar also provides helpful information at <http://www.law.georgetown.edu/registrar/bar.html>.