

# GEORGETOWN LAW

## Graduate Professional Development

## Graduate Professional Development Newsletter Tutorial

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### 1. What is the Graduate Professional Development Newsletter and how can it be accessed?

The Graduate Professional Development Newsletter is a weekly online newsletter that provides information on professional development and skills training events at Georgetown Law; networking opportunities in the metropolitan Washington legal community; academic and employment opportunities; and job search strategies.

You may access the newsletter online at <http://www.law.georgetown.edu/graduate/newsletter> (NetID and password are required for log-in) or from the Graduate Professional Development Web site (<http://www.law.georgetown.edu/graduate/professionaldevelopment.htm>) – click on the “Weekly Newsletter” link in the left column. We will also e-mail a link to the newsletter to the entire LL.M. population each week when the newsletter has been updated.

### 2. How is information organized in the newsletter?

Our newsletter is organized in four main tabs: Weekly Updates; Events; Opportunities and Deadlines; and Tips of the Week.

- The “**Events**” tab has two sub-folders (“**Graduate Professional Development Events**” and “**Networking Events**”).
- The “**Opportunities and Deadlines**” tab has three sub-folders (“**Resume Collections**”, “**Academic and Employment Opportunities**” and “**Important Deadlines**”).

It is important that you click through each tab and sub-folder on a weekly basis.

### 3. What information is found under the “Weekly Updates” tab?

The “**Weekly Updates**” tab is where we will make important announcements about upcoming programming and will give a “behind the scenes” account of our activities. Our weekly drop-in session times and links to our resume review e-mail addresses are also listed in this tab.

### 4. What types of events will be published under the “Events” tab?

The “**Events**” tab highlights events of interest within Georgetown Law (including events we hold exclusively for the LL.M. population on important job search and professional development topics) and events in the outside legal community.

Importantly, there are two sub-folders under the “**Events**” tab:

- The “**Graduate Professional Development Events**” sub-folder provides a list of skills training workshops and other professional development events hosted by Graduate Professional Development and the Office of Graduate Programs that week.
- The “**Networking Events**” sub-folder provides a list of events in the D.C. legal community (and occasionally, some events outside of our area). These events will often be sponsored by a local bar association or other professional association. We encourage you to attend those events that interest you and to use these opportunities to hone your networking skills. Please note that any country-specific networking events will also be included in this sub-folder.

### 5. Must students submit RSVPs for events listed in the newsletter?

It is professional to send an RSVP to whomever is planning a networking event in the legal community outside Georgetown Law. In addition, some Georgetown Law events require RSVPs, as will be noted in the newsletter.

Please note that some of the Graduate Professional Development events have links to RSVP embedded within the newsletter. Due to the nature of the RSVP program, you will not receive a confirmation message when submitting a request. However, if you request an e-mail confirmation, you will get one in your inbox. Please do not click RSVP more than one time.

#### **6. Where does Graduate Professional Development publicize job opportunities?**

All employment opportunities we receive during the academic semesters will be posted on [Simplicity](#) or will be communicated via the **“Opportunities and Deadlines”** tab of the newsletter. As noted above, the **“Opportunities and Deadlines”** tab includes three sub-folders:

- The **“Resume Collections”** sub-folder will include information about employers that have asked Graduate Professional Development to collect resumes that week.
- The **“Academic and Employment Opportunities”** sub-folder will include information about any academic opportunities (calls for papers; conference presentations; academic competitions; etc.) as well as employment opportunities.
- The **“Important Deadlines”** sub-folder will highlight job deadlines occurring that week.

#### **7. What are “Tips of the Week”?**

Tips of the Week are helpful hints to simplify your job search process. Sample topics that will be discussed under the **“Tips of the Week”** tab include externships; job application materials; job search strategies; frequently-asked questions from LL.M. students; government job resources; etc. You will want to be sure to check out this tab each and every week!

#### **8. When is the newsletter published?**

We publish the newsletter on a weekly basis during the academic semester. A link to each weekly issue will be e-mailed to you by Monday of the current week. On occasions where there are Monday deadlines, we will make every effort to publish the weekly newsletter the Friday beforehand. Therefore, you may wish to check your inboxes, or the [Graduate Professional Development Web site](#), over the weekend.

#### **9. How frequently will information about job opportunities and events be updated?**

We update the newsletter on a weekly basis. Thus, it is important that you review the newsletter every week.

#### **10. How can students access past newsletter issues?**

We have created an archive of past newsletters dating back to April 25, 2006. To access the archives, click the **“Newsletter Archives”** link on the top right corner of the newsletter and scroll down to the desired date.

#### **11. May students submit information to be published in the newsletter?**

We would be happy to hear from you regarding the content of the newsletter and any events or opportunities that you would like to publicize. Please feel free to send an e-mail to [gradprofdevp@law.georgetown.edu](mailto:gradprofdevp@law.georgetown.edu), and we will make every effort to be responsive to your request.