

Career Services

UALR William H. Bowen School of Law

Conducting A Successful Job Search

Some of the greatest hindrances to a successful job search are fear, avoidance, and taking short cuts! A successful search takes adequate preparation, planning, multiple approaches, and a good follow-through system.

I. Assess Your Job Search Arsenal

- A. Time How much time can you spend on the search?
- B. Required materials Well-prepared resume(s)
Personalized cover letter(s)
Writing sample(s)
Notebook/system to keep lists of contacts, dates of interviews, and follow-up actions
- C. References Faculty (law school and undergraduate), administrators, employers (legal and nonlegal)
- D. Contact lists Compile from friends, faculty, mentors, bar members, professional meetings, educational forums/CLE's, social events, Career Services, reciprocity contacts, family, and potential employers.
Your goal should be between 50 -100 contacts.
- E. Encouragement Friends, family, and Career Services can keep you encouraged.
- F. Financial resources The job search will require money. Some expenses are an answering service/machine, transportation, interviewing clothes, postage, and printing.

II. Develop Your List of Potential Employers. Required usernames and passwords must be obtained from Symplicity at <https://law-ualr-csm.symplicity.com>.

- A. NALP Directory of Legal Employers www.nalpdirectory.com. Allows individuals to search form employers by practice area, size, or location.
- B. Government Honors & Internship Handbook www.law.arizona.edu/career/honorshandbook.cfm - contains over 179 currently open listings and descriptions of internships and honors program opportunities offered by federal, state and local government agencies for law students and recent graduates. Continuously updated.

- C. Presidential Fellowship Management Program - <https://www.pmf.opm.gov/>- This program is designed to attract outstanding men and women from a variety of academic disciplines and career paths who have a clear interest in, and commitment to, excellence in the leadership and management of public policies and programs. Positions are NOT legal, but are ones that value the JD.
- D. EqualJusticeWorks (formerly the National Association for Public Interest Law or NAPIL) provides the nation's leading public interest law fellowship program and offers more postgraduate, full-time legal positions in public service than any other organization. www.equaljusticeworks.org
- E. Intercollegiate Job Bank at http://www.law2.byu.edu/career_services. Click "visitors, then, Intercollegiate Job Bank." This site contains actual job listings from law school career services offices around the country. The listing of the firms' names alone will help you know who might be open to hiring law clerks in other states or who to contact for informational interviews.
- F. Arkansas Legal Directory - listing of all attorneys licensed by the state of AR including attorneys practicing in virtually all 50 states and several U.S. Territories; complimentary copies are sometimes available from the Career Services.
- G. Administrative Office of the U.S. Courts lists many openings for federal judicial law clerks and other federal court positions across the country at www.uscourts.gov.
- H. Directory of Corporate Counsels. Latest edition available in UALR/Pulaski County Law Library.
- I. With over 550,000 federal employees expected to leave the government in the next five years, the Federal Legal Employment Opportunities Guide is published with the goal of helping to clarify the federal hiring process for law students and attorneys pursuing careers in the public sector. A hard copy is available in the Career Resources Library. The Guide includes federal agencies with legal and legal-related jobs and is published by NALP in cooperation with Partnership for Public Service. www.nalp.org > Public Service Initiatives
- J. Phone directory (local)
- K. PSLawNet, <http://pslawnet.org/>, the Online resource connecting public interest law job seekers with their ideal opportunities in the public interest arena. This resource contains over 275 postgraduate fellowship opportunity listings, including employer contact information and application procedures, tips on searching for the ideal fellowship, and a comprehensive calendar of fellowship deadlines.

- L. Emplawyernet website www.Emplawyernet.com (an individually paid subscription service)
- M. LawStudentJobsOnline at www.lawschool.westlaw.com

The greater the number of contacts and interviews, the greater the number of job offers

III. Decide Which Combination of Strategies to Use:

- A. Networking/Referral campaign. Make an appointment with Career Services!
Remember, the job search *IS* a numbers game.
- B. Internal campaign:
Self-marketing, volunteer positions, internships and externships
(Remember here, after you find the job, “to be successful, look for work after you get the job!”)
- C. Job announcement lists:
Alumni bulletins available through the Intercollegiate Job Bank at http://www.law2.byu.edu/career_services/visitors.php (username and password available from Symplicity), reciprocity requests, web sites (several listed above), newspaper ads and newsletters
- D. Direct mailing:
Rule of thumb: 100 letters = 5 interviews
Good for long distance searches
Targeted mailings with customized cover letters are more effective, but also require more effort.
- E. Cold calls/walk-ins:
Can be effective for small firms and solo practitioners
- F. Head hunters:
Many new/recent graduates in larger cities have had success using professional legal job search agencies. These agencies are fewer in smaller markets like Arkansas.
- G. Telemarketing:
Can be effective for small firms and solo practitioners
- H. Contract work:

Offering freelance legal services will allow you to keep your skills sharpened. Contract work also enables you to experience employers who may be of interest to you for a more permanent commitment.

IV. Long distance searches - many strategies above can be used - Serious candidates involved in long distance searches must always remember you must convince potential employer you are serious about relocation.

- A. Join state and local bar associations in target states.
- B. Visit local area during spring, summer and winter breaks; start developing a network in your very first year.
- C. Subscribe to major city newspaper (many can be accessed on-line).
- D. Research legal directories for states of interest. Career Resources Library, Room 116, has legal directories for border states to Arkansas.
- E. Attend job fairs and interviewing programs. The School of Law encourages participation in the Department of Justice Honors Program (deadline in early September), the EqualJusticeWorks Job Fair in October, the Patent Law Program and Job Fair in August (registration deadline in February), the Southeastern Minority Job Fair in August (registration deadline in June), the Heartland Diversity Job Fair and the Southeastern Intellectual Property Job Fair (deadline in February). Others are continuously developing. Watch Symplicity. This is a popular time for diversity job fairs and interview programs. We strongly advise: Don't let others define diversity for you. Think as expansively as you can.
- F. Network through professional and fraternal associations, religious affiliates, as well as family and friends in the area.

DON'T RETREAT!

Try to identify a strategy not used before.

Network old contacts 3-4 weeks after last contact with them.

Review your resume; it may need revising (network contacts may provide helpful input).

Analyze competition: What methods are they using?

Ask for the job.

AVOID TAKING LONG BREAKS! Anxiety builds, and it takes longer to restart!