

II. FUNDAMENTALS OF JOB SEARCHING

Most attorneys change employers several times. Therefore, learning how to conduct an effective job search now will provide you with skills that will serve you throughout your career.

Don't be concerned if you entered law school without a specific career goal in mind. Knowing what career path to choose takes time, effort, and a lot of soul searching. Learning about the different areas of the law by talking to practicing attorneys and by participating in externships and internships are great ways to familiarize yourself with your chosen profession and to equip yourself with the knowledge necessary to make informed choices.

To be successful in your job search, you must also go through a period of serious self-assessment to determine your abilities, interests, and needs. Much of what you learn both about law and your own strengths and preferences will be through personal experience and discussions with others, including professors, attorney supervisors, interviewers, program speakers, friends, family members, and classmates. Once you make these determinations, you must evaluate potential careers to find the calling that best matches your abilities, interests and needs. The following descriptions of different practice settings and self-assessment exercises will help you to determine your area(s) of interest.

A. Self-Assessment. The first step in deciding what you want to do with your law degree is determining what your ideal or dream job is. Making this decision requires a great deal of introspection and soul searching. In doing a self-assessment, you become aware of your values, interests, strengths and weaknesses, and lifestyle preferences. Ask yourself the following questions:

- What interest me?
- What do I do well? Do you have any skills/abilities that others have commented on positively?
- What motivates me?
- Do I like to lead or follow?
- Do I like to work with others or independently?
- Would I like to work in a fast-paced environment?
- Am I comfortable with the fact that in a firm I will be expected to generate clients?
- How important is public service to me?
- How important to me is money? Power? Social standing? Prestige?
- Do I like to travel? & Am I willing to relocate?
- Is leisure time important to me?
- Is expressing my creativity important to me?
- What are the characteristics of the people who I would like to work with?
- Am I extroverted or more reserved?
- Am I content working on one topic or do I prefer a variety of experiences?
- How important is my physical setting/surroundings to me?
- Do I need a structured work setting or would I prefer more autonomy?
- Is loyalty/duty to an entity important to me?
- Where do I see myself in 5 years? 10 years?
- Do my religious/political convictions impact my choices?

Figuring out the answers to these questions may not be easy, but as you review your career options and talk to people about their jobs and what they like/dislike about their positions, you will become more informed about careers that mesh with your values, skills, and interests.

As a general rule, most lawyers change jobs 5-8 times in their lifetimes. So, it is safe to say that your first job out of law school will probably not be your dream job. Landing your dream job is a process that takes time, effort and patience. Similarly, self-assessment is a continuous process that will continue as your experiences teach you more about yourself.

Another important reason to review the above self-assessment questions is that you may be asked very similar questions in an interview. An interviewer will expect that you have some idea of what you are looking for in an employer, what your ideal job is, and what you plan to be doing in 5 or 10 years.

B. Career Options

Your law degree and eventual license to practice law demonstrate commitment, persistence, intelligence, and strong analytical abilities. These qualities are valuable in a competitive job market, no matter what the exact field you choose. A Juris Doctor degree can be used in traditional legal employment, non-traditional legal employment, and non-legal employment.

1. Traditional Legal Employment: Within the area of traditional legal employment there are various entities that employ attorneys. The following is a list of career options for students who choose to use their degree in a more traditional practice area:

a. Law Firm Attorney - A majority of Duquesne Law School graduates work for law firms, both large and small. Working in a law firm is also known as private practice. A law firm is a for-profit entity with partners as co-owners and associates as employees. When you work for a law firm, you generally start out as an associate and work on a salary basis. After a certain time period, generally anywhere from 7-12 years, you may become a partner if the other partners at the firm determine that you have the legal and social skills necessary to meet your clients' needs as well as the necessary business skills to attract clients.

Law firms vary greatly in terms of size, practice areas, salary ranges, atmosphere, type of clients, and demands placed upon the attorneys, both in terms of time and stress.

i. Large Firms

Firms with 50+ attorneys are referred to as large firms. Some firms have several hundred attorneys in offices all over the U.S. and overseas. In Pittsburgh, the largest firms have over 200 attorneys in their Pittsburgh offices alone. Large firms are run like the big corporations that they are, and they have extensive support staff.

Large firms tend to represent corporate clients. Therefore, if your heart is really in public service, you should think twice about joining a large firm, even if you have the academic credentials. Of course, the major advantages of working for a large firm are very tempting: high salaries, extensive training, and lots of support staff.

Large firms form the bulk of employers who come on campus to recruit students. Such firms are primarily recruiting for their summer associate programs where they have a chance to get to know a student and his/her work before making an offer for an associate position upon graduation. Because on-campus recruiting is very expensive for the firms, firms tend to travel to only a select number of schools. If a firm that you are interested in does not come to campus, you should not hesitate to contact the firm's Recruiting Coordinator and express your interest in the firm.

Unlike small and medium-sized firms where people who fit in and do good work can expect to be made partner, competition for partnership in big firms is stiff. Associates are usually considered for partnership after 7 to 10 years. Whether or not an associate is invited to become a partner often depends on clients generated, business savvy, and ability to produce income in excess of salary.

Some students assume that large firms, like large corporations, may offer more flexibility in positions, such as part-time or time-sharing arrangements. However, few firms accommodate such schedules and those that do usually require an attorney to prove him/herself before being willing to offer alternative schedules.

ii. Medium-Sized Firms: Generally, firms of 10 to 40 employers are considered medium-sized, however, this varies from city to city. In Pittsburgh, for example, the list of the "25 Largest Pittsburgh Area Law Firms" includes firms with as few as 26 attorneys.

Medium-sized firms may be similar to a small firm or a large firm. It really depends on the firm. As a general rule, however, the more attorneys that they have, the more likely the firm will be more structured.

Like small firms, medium-sized firms may specialize in one practice area or may be general practices. The size of the firm and the nature of the practice will both affect salaries offered.

Many medium-sized firms do not have the financial base to fund on-campus recruiting. Those who do interview at law schools primarily focus on local schools. Therefore, if you are interested in a medium-sized firm in Columbus, OH, or Philadelphia, PA, you will have to research the area, make contacts with alumni, etc., and assume any costs related to the interview process.

- iii. **Small Firms:** Small firms are generally those with 2-10 attorneys. They often are general practice firms. However, some have a specialized practice. Attorneys in small firms deal with all facets of a case and with everyday issues. The ability to generate clients is very important in a small firm. Because attorneys in small firms are often responsible for many aspects of the business, there may be little time for mentoring. Accordingly, new associates should have enough experience to be able to contribute immediately.

Unlike large firms, small firms generally do not project their hiring needs, rather they hire when they have more work than they can handle. Small firms frequently hire students who have clerked for them. This enables the firm to assess an applicant's skills and personality without taking a huge financial risk. Small firms are also more likely to wait want to hire someone who has already passed the bar. Finally, personality is very important in a small office setting.

- iv. **Solo Practice -** Solo practice often attracts people who are self-starters and who are very self-disciplined. The benefits of solo practice are the independence and flexibility that running your own business provides.

There are several ways to set up your own practice. One way is to develop your own clients and practice from scratch. The other way is to go into an office sharing arrangement with another practicing attorney. Either way, when embarking upon a solo practice it is helpful to have a prior career or another source of clients. Most lawyers do not go solo until they have some legal experience. While practicing, they learn the business of practicing law, generate income for start-up costs, and make contacts with other attorneys who will refer clients to them.

To thoroughly research a particular law firm, visit the firms website, research the firm on Westlaw/Lexis, and review NALP forms and firm brochures available in the CSO. The best source of information will be other people, so speak with alumni/faculty who have worked for the firm or track down fellow students or are currently working at the firm or who have worked there in the past.

You will probably find much more information about large- and medium-sized firms than you will about small firms. The CSO has created a directory of small firms in the Pittsburgh area; however, for other cities, you may have to call the firm to ask about practice areas, etc.

As mentioned above, salaries and organizational patterns can vary with practice area. To further investigate the various practice areas, review relevant resources in the CSO, go on informational interviews and talk to lawyers, faculty members, and classmates who work in particular practice areas, and consider doing an internship or volunteering to get some hands on experience.

b. Corporations - a majority of law graduates who locate employment with in-house corporate legal departments have an extensive background in tax or accounting or an undergraduate degree in engineering or another technical field. Since corporations typically hire experienced lawyers who have been in practice for 5 years or more with private law firms, competition for permanent opportunities for new graduates is very stringent even for those who do possess the requisite backgrounds. Large companies with extensive in-house legal departments often do recruit students and have summer programs much like large law firms. Such companies also usually have similar hiring criteria as the large firms.

In-house attorneys may work on issues and projects inherent to the corporation's general operations, such as purchase/sale agreements and employee contract negotiations or in areas specific to a corporation's products or services, like patent applications, trust and estate planning, and regulatory compliance. While law firms and corporations generally share the same goals and perform substantively the same type of work, lawyers for corporations are engaged at a different point of the business' operation. As an in-house corporate attorney, the corporation is your sole client, and your job is to work to prevent costly litigation, minimize taxes and liability and ensure that your corporation is in compliance with applicable rules and regulations. Often complex litigation may be directed to outside counsel because the corporation may not have the staff, expertise, or resources to handle the matter.

One unique aspect of working in house is the potential for moving from the legal department to a management position.

c. Government - Lawyers are employed in every branch and at every level of local, state, and federal government, and they practice in a wide variety of substantive areas.

Many government positions, such as opportunities with District Attorney and Public Defender offices, are noted for offering early responsibility and a very fast paced environment. Competition for these jobs is great, so those interested in a career in prosecution are advised to consider offices in rural areas and then network your way into larger urban areas. Another good approach is to do an externship with a government office in which you are interested. If you really know that you want to work for a particular office, but they are unable to provide compensation, you should seriously consider volunteering. Students have been known to volunteer at an office, impress the attorneys, and be offered full-time employment upon graduation. If volunteering full-time would be financially impractical, volunteer part-time and locate other employment to meet your financial needs.

Because there are no uniform hiring procedures throughout the government, it can be difficult to locate these openings. In addition, due to agencies dependence on budgetary allocations, the application process is often a lengthy one. Accordingly, students applying for government employment need to be patient. It is also very important to keep detailed records of your contacts with agencies and to regularly follow up to reiterate your interest and availability.

A list of web sites for various U.S. government agencies and departments can be found in Appendix IV.

The most recent U.S. Government Salary Chart is available at <http://www.opm.gov/oca/PAYRATES/INDEX.asp>

d. Judiciary - The court system hires a large number of lawyers in positions including: judges, law clerks, staff attorneys, magistrates, and referees. In addition to traditional federal trial and appellate courts, there are specialized federal courts such as U.S. Bankruptcy Courts, U. S. Tax Courts, U.S. Magistrates, U.S. Court of Claims, the Federal Circuit Court of Appeals (for patent law), and the U.S. Court of International Trade that employ judicial law clerks. All states also offer trial and appellate level clerkships. In Pennsylvania these include the Courts of Common Pleas, Commonwealth Court, Superior Court, and the Pennsylvania Supreme Court.

Judicial clerkships are generally available to law school graduates for a set term, usually one to two years. Although a judicial law clerk's responsibilities vary greatly depending on the judge and the level of the court, most judicial clerks perform a great deal of research and analysis, which they then present to the judge, either orally or in writing. Some judges' law clerks may also perform certain administrative tasks. Judicial clerkships are very prestigious, especially at the federal court level, so competition is stiff. Previously, Federal judges tended to hire their law clerks well in advance of their terms and students generally began applying for these positions during the winter break of their second year. However, in the spring of 2002, the judges agreed to the following:

Federal appellate judges have agreed by a substantial consensus to abide by an arrangement in which the focus of law clerk hiring will be on third year law students and law graduates. Under the new arrangement:

- The judges agree that the hiring of law clerks in the Fall after the first year of law school is an unacceptable practice. The judges therefore agree that the hiring of law clerks will be done no sooner than the Fall of the third year of law school.
- Beginning in 2002, law schools and law faculty members will discourage law students from submitting applications for clerkship positions before the Fall of the third year of law school. The law schools will do nothing to facilitate the release of official transcripts and they will discourage faculty members from sending letters of reference or making calls on behalf of law clerk applicants before the Fall of the third year of law school.

Information on available federal clerkships is collected online at <https://lawclerks.aouscourts.gov>.

State court judges generally do not hire their law clerks quite so far in advance but it is best to check with the individual judges to determine application procedures and deadlines. In Pennsylvania, one would generally apply to the PA Supreme Court in the spring of the second year of law school or in the summer of the year preceding your final year. Summer is probably the best time to get a resume, cover letter, writing sample and transcript to both Superior and Commonwealth Courts too. The Courts of Common Pleas vary in hiring dates, some hire in the fall of the third year (3D, 4E, 4PTD) whereas other judges wait until the spring of your final year to recruit.

As a student, consider doing an externship with a judge either during the school year or over the summer. Externs generally assist the judge's full-time law clerk with research and writing and often have the opportunity to observe courtroom proceedings and to participate in discussions with the judge and his full-time staff. Working as an extern for a judge is a wonderful way to learn more about the court system. While these extern positions are generally not for pay, Duquesne Law School has an extensive Clinical Program through which students can earn academic credit while working for a judge or other non-profit organization. Students interested in learning more about the opportunities available through the Clinical Program should contact Law School's Clinical Office at (412) 396-4704. The Clinical's Office area is located on the 6th Floor of Fisher Hall.

When applying for a clerkship, a student should research the judge -- read some opinions and talk with professors or alumni who may know the judge. When compiling your application, which should include a well-written cover letter, a resume, a copy of your transcript, a writing sample, and letters of recommendation, you will want to have excellent references from faculty members who are familiar with your abilities. Sample interview questions to ask while interviewing for a clerkship appear in Appendix II.

e. Legislature - Many lawyers work on Capitol Hill or for the state government as aides to elected representatives. These positions involve supervisory responsibilities and speech writing as well as involvement in committee and subcommittee activities in which their employers are members. To learn more about these types of jobs, contact your local congressional representative or senator and review resources in the CSO such as the Senate Employment Report.

f. Military - Each branch of the military (Army, Navy, Marines, Air Force, and Coast Guard) has its own lawyers and judges who are members of the Judge Advocate General Corps (J.A.G.) for that particular branch. Attorneys also work in the Offices of General Counsel of each branch of the military.

J.A.G. Attorneys typically are given a great deal of responsibility early in their careers. Applicants should be prepared to meet age, fitness, and sexual orientation criteria. Additionally, a four year commitment is usually required.

g. Public Interest Organizations - The role of public interest law is to promote the representation of the underrepresented, to strive for equal access to the legal system for all, and to raise society's consciousness regarding social and political issues that affect all of our lives. Public interest lawyers represent a variety of individuals, including the poor, the homeless, minorities, the elderly, veterans, workers and consumers. In addition to representing a diverse group of people, public interest lawyers perform a wide range of law-related activities and their work embraces a wide diversity of issues, including: immigration, the environment, employment, housing, civil rights, First Amendment rights, consumer rights, education, elder law, and child abuse. Public interest practice settings are numerous and sometimes government employment is considered public interest work. For purposes of this handbook, we have broken public interest practice down into three categories:

i. Public Interest Organizations: These include civil rights groups, legal services corporations, legal aid societies, children's rights centers, prisoners' rights centers, disability law centers, social action organizations, and other specialized law centers that work to protect the rights of underrepresented people.

ii. The Private Bar: There are a number of relatively small law firms across the country that devote a substantial amount of their practice to civil rights law, plaintiffs' tort cases, union-side labor law, prisoners' rights, and tenants' rights. Public interest law firms may also represent cities and counties or public organizations and agencies in the area of municipal law. In addition, some law firms devote some of their resources to handling pro bono cases and allow associates to spend a certain amount of time in a legal services office while still on salary at the law firm. A few private firms actually have pro bono departments where attorneys work on public interest matters on a full time basis. Most other law firms, both large and small, encourage their attorneys to work on pro bono matters on an occasional basis.

iii. Non-Practicing Legal Positions: There are many alternatives to practicing "traditional" law in public interest organizations or law firms. These include politics, supervision of non-profit or government law offices, and legislative research.

Students interested in public interest law should consider participating in the law schools clinical programs and in the pro bono program. Both programs will offer you the opportunity to meet people in the field and to help you better define your areas of interest.

Many law students enter law school with the goal of working in the public interest. However, when the reality of high student loan debt and low public interest salaries hits, their career plans change. Students who seek to work in the public interest must limit their debt burden as much as possible while in law school. Students should also attempt to identify public interest employers offering loan repayment assistance.

h. Accounting Firms - All of the major accounting firms recruit law graduates for their tax and human resources departments. These firms generally seek students with an undergraduate degree in accounting or finance and a demonstrated interest in taxation. A demonstrated interest generally means more than having taken a basic tax course and done well. Salaries at large accounting firms are generally comparable with salaries and medium-sized law firms, although there may be more flexibility in starting salaries based on experience. Students who work for accounting firms should realize that they are not practicing law.

i. Banking - increasingly, banks are hiring law graduates to work in their trust departments. Working with trusts, attorneys assist in setting up trusts, administering estates, dealing with tax implications, etc. A business background (accounting or MBA) would often be beneficial in such a position. The benefits of working in a bank include the regular working hours and the pluses that working for a large corporation can provide. A number of Duquesne Law School alumni work in local trust departments. A good way to begin your search for such a position would be with an information interview with an alumnus/a. A list of the employment sites of several area banks appears in Appendix I.

j. Legal Publishing - opportunities in the area of legal publishing have expanded over the past several years. Attorneys are employed as researchers and editors, product developers, marketing executives and executive level managers. For the editing positions, excellent research and writing skills are essential. In addition, many of the large legal publishers frequently hire sales representatives to sell their products to law firms, law schools, corporate legal departments, government libraries, and law school faculty. Such sales positions may have prior outside sales experience as a prerequisite.

In addition to the major legal publishers, law graduates often work for legal magazines or may combine their law degree with a journalism background to work with a newspaper or news program. A list of the employment sites of the major legal publishers appears in Appendix I.

k. Academia - positions in the academic world include faculty, administration (career services, alumni relations, admissions), university counsel, and librarianships. You can work for a law school or at any other level within a university. Requirements for faculty positions vary from school to school. Most law school tenure track faculty positions require a stellar academic record, significant post-graduation experience at a law firm or corporation, or clerking for a judge, and/or an LL.M. Some law schools hire legal research and writing professors who have not had quite as much experience as the more senior faculty. For most teaching positions, however, law school grades and the writing experience (law review) you gained during law school are very important.

Many administrative positions, especially at law schools, are filled by those with law degrees. Lawyers can be found in law school career services offices, admissions offices, and other student and alumni services offices. In these positions, one can expect to enjoy direct contact with prospective students, current students, and those who have already graduated. The skills needed to succeed in these positions include organizational skills, counseling skills, analytical skills, and other skills that are learned in law school.

For further information about academic positions of all types, consult the American Association of Law Schools Placement Bulletin, which is available in the Career Services Office, or The Chronicle of Higher Education, which is available at the University library and online. A list of education related employment sites appears in Appendix I.

2. Non-Traditional Legal Employment: Many law students graduate from law school with the unsettling feeling that the traditional practice of law is not the perfect career they had imagined when they began law school. Fortunately, many options exist for those who decide not to pursue a traditional legal career.

Hiring officials have become increasingly aware of the value of hiring lawyers to fill various positions within their organizations. Because of the basic skills that lawyers acquire in law school, attorneys have the qualifications to prosper in many different fields. During law school you have acquired three basic skills not provided by any other part of our educational system. All of these skills are crucial to success in any occupation. The first skill is the ease with which you now deal with legal terminology and legal concepts. The second skill is that of analyzing facts. And the third skill is that of persuading others of the correctness of your conclusions. These three skills are very beneficial to you in alternative fields.

Alternative law-related positions are found in every employment sector and in virtually every industry and economic endeavor, including corporations, trade associations, professional associations, every level of government, advocacy organizations, foundations, colleges and universities, accounting firms, hospitals, museums, banks, insurance companies, and even law firms. For specific suggestions and a list of hundreds of alternative legal careers, please refer to Federal Reports Inc.'s *600+ Things You Can Do With A Law Degree (Other Than Practice Law)*, included as Appendix III of this Handbook. In addition, the Career Services Office has several resources dealing with alternative career options and how to go about finding one of these jobs.

When deciding whether to pursue an alternative career, you should be aware of some challenges you may face. First, your family and friends may not understand how you could go to law school and then not practice law. Be prepared for this pressure. This leads to the second important point. Realize that once you choose to pursue an alternative career, it can be very difficult to transition back to practice. The longer you are away from the law and the nature of your alternative position will both impact your ability to gain employment in a firm after trying an alternative career. A final caveat relates to salaries. Depending on your alternative career, salaries may be more akin to those in a small- or medium-sized law firm. Additionally, your earning potential may be more limited than if you practiced law.

All of this aside, the benefits of an alternative career often include regular hours and, most importantly, doing something you enjoy. A list of Internet sites to search for alternative career opportunities appears in Appendix I.

C. Networking.

The most important thing you can do is to learn how to effectively NETWORK!

One alumnus who wrote to me recently said, "Networking has gotten me 100% of what I am doing. I took the time to talk to people and to interview [people, and that got me into the position I was seeking]." Another important thing to remember is that people are often eager to help you. They may not be able to give you a job, but they can give you advice or put you in touch with people who may assist you in gathering information about a practice area or specific position.

Networking has many purposes. It is an effective way to learn all about your chosen profession, including the different career options and legal practice areas, what job search strategies work and which ones do not. Networking is also critical to learning about the approximately 90% of jobs that are unadvertised. In addition, your future success as a lawyer depends on your ability to effectively network. Besides being virtually the only way you will get other jobs down the road, networking will be critical to your ability to generate new business in the future.

And it is really quite simple -- "take advantage" of **all** of the people that you already know to meet more people. All of the people that you already know includes all of your friends, your family, your social acquaintances, your professors, your hairdresser or barber, your former teachers, your recreational contacts, your banker, your stockbroker, your accountant, your priest/minister/rabbi, your family doctor, and anyone else with whom you come into contact. These people need not be "professional" contacts - the important thing is just to tell everyone you know what you are looking for. In addition, attend all parties thrown by friends and meet 5 new people at each party, and join organizations where there will be other people with common interests. In other words, talk to new people whenever you have the chance, listen to and show interest in what they have to say, and learn about their jobs and their career paths. **And that's all networking is - meeting people and talking with them.**

Good networkers are never just takers, they also offer to help others in their network. Additionally, it is important to contact people in your network and keep them updated on your situation. Certainly, you do not want to harangue people. Simply call folks to let them know of any changes in your situation or to follow up on a previous conversation or meeting. What you don't want is to have a significant contact call the Career Services Office trying to find out where you are and what you are doing because he/she has lost contact with you. Don't burn bridges.

1. Informational Interviews

One of the most effective and easier ways to network, especially if you are uncomfortable with the traditional cocktail party setting, is to conduct informational interviews. An informational interview is just that, an interview that enables you to gain information about a practice area, firm, city, etc. To begin, you will want to identify people who have such information. Those with some connection to you, i.e., Duquesne Law alumni, alumni from your undergraduate institution etc., are a great place to start. You can identify these folks by doing a simple search on Westlaw or Lexis or by reviewing the *Alumni Mentor Book*, or by perusing the *Alumni Directory* available in the CSO. The online services now offer simple fill-in-the blank forms that enable you to search their databases.

Once you have identified people you would like to talk to, write them a letter introducing yourself and stating why you are writing. For example, "I am currently in my second year at Duquesne Law School. I am very interested in real estate law and understand that you have extensive experience in the field. I would greatly appreciate it if you could take a few minutes out of your busy schedule to speak with me."

I recommend that you not send more than 10 letters at a time. We have had students receive as many as seven positive responses. Some alumni will want you to come to their offices or they will want to take you to lunch. If you write to too many, it may be difficult to fit all of the appointments into your busy law student schedule.

Generally, you should not include a resume with your letter. If a contact sees a resume, they will assume that you want a job, regardless of what your letter says. Attorneys are often quite happy to give advice; however, they may feel uncomfortable if they think that what you really want is a job -- especially when they can't offer you one. You may take along a resume to a meeting and even ask them for feedback, but make it clear that you are just seeking advice.

You may use informational interviews to learn more about a practice area or about a particular legal market. The following are some appropriate questions: What is a typical day like? What are the prerequisites for obtaining a position in this practice area? What do you enjoy most about your position? What do you find most challenging? Are there any personal traits that are essential for success in this field? What should I do to make myself a more attractive candidate?

Generally, near the end of the interview, ask who else you should contact. Also ask if you may say that the person referred you. Contacting anyone suggested is how you build an extensive network.

After a meeting or phone conversation, follow up with a thank you note. Be sure to refer to any advice your contact gave and any of his/her suggestions that you have pursued.

2. Cocktail Parties & Receptions

There are a number of very good books in the Career Services Resource Center on networking. Probably one of the better known and more widely used is Cynthia Chin-Lee's "It's Who You Know." These books give you practical advice about networking and will give you the comfort level and confidence necessary to begin to take advantage of networking opportunities such as alumni events.

Another useful book is Susan RoAne's *How to Work a Room: A Guide to Successfully Managing the Mingling*. In it, Ms. RoAne suggests the following "Ten Commandments for Connecting":

1. Prepare: adopt a positive attitude; focus on the benefits of the event; plan your self-introduction; prepare your small talk; practice your handshake; remember eye contact and smile; take along business cards.
2. ATTEND.
3. If you're really nervous at first, try strategies that make you feel more comfortable: go with a friend, talk to those who seem more approachable; listen.
4. Initiate. Take the risk to speak first and listen to the response.
5. Learn appropriate etiquette.
6. Avoid crutches such as arriving late, leaving early, drinking too much, hanging out at the buffet table, and clinging to a friend.
7. Remember: Effort, Energy, & Enthusiasm.
8. Dress appropriately.

9. Remember: Courtesy, Caring, Charm, Chutzpa.
10. Bring a sense of humor. (Comments should be appropriate, tasteful, and timely.)

If you encounter someone that you have little in common with, politely extricate yourself by saying something like: "I enjoyed meeting you." "It's been nice talking to you." Etc.

3. Social Events

If you meet an attorney at a social event (wedding, baptism, bar/bat mitzvah, etc.) or a work setting, take advantage of the opportunity to learn more about his/her practice area and any possible opportunities. How? First, ask about his/her practice area; any interesting cases; etc. Second, ask if they hire summer clerks or are looking for new associates. Third, get a business card and make a note on the back indicating where you met and anything significant about the meeting. Depending on the conversation, you may want to follow up with a note. Do not persist if the person does not seem interested or willing to discuss the matter, and don't seem desperate.