



ALUMNI JOB SEARCH TOOL KIT

Career Development Office (CDO)

Dear Alumnus:

The Career Development Office (CDO) team hopes that this Alumni Job Search Toolkit will help you in your job search process. The kit contains the following:

- How to create and update a post-graduate legal resume;
- How to diversify the post-graduate legal job search;
- How to conduct an unsolicited employer contact job search;
- How to build and refine your networking skills.

Additional best practices:

- **Be proactive** - Reach out to other alumni, colleagues and friends in your professional networks. Inquire about whether they know decision-makers in your areas of interest who may be in the position to hire.
- **Utilize the University of Maryland Francis King Carey School of Law's LinkedIn page.** You can hit the "Alumni" button and search by organization, city, or state. Once you scroll down you will see alumni who are working in these spaces. Tap your alumni network to gain intelligence about organizations of interest and their potential hiring needs.
- **Utilize job alerts** across search engine platforms such as [Indeed.com](https://www.indeed.com) that enable you to make your resume viewable by multiple employers.
- **Monitor the law-related job banks featured in this packet and be willing to broaden your job search.** Apply to employers in the MD/DC/VA job market and employers outside the Region, if possible.
- **Contact legal staffing firms to view their websites and connect with recruiters in your region.** Here are some offerings:

[Consilio](#)

[Robert Half Legal](#)

[Lateral Hub](#)

[Legal.io](#)

[Lawcrossing](#)

[Major, Lindsey & Africa](#)

[Larson Maddox](#)

[JD Preferred](#)

- **If you are transitioning from federal government employment,** this [Employer Spreadsheet](#) may be useful to your job search.

We wish you success in your job search process.

Best Regards,

The Career Development Office

CDO Alumni Career Toolkit - Resource #1

THE POST-GRADUATE LEGAL RESUME

In reviewing your post-graduate resume, most employers will start with 3 preliminary questions: (1) Has this applicant graduated? (2) What is this applicant's bar status? (3) Does this applicant submit work product that is concise, accurate, easy-to-read, compelling, and professional (error-free and well-organized)?

OVERALL FORMAT & CONSISTENCY

- NO MORE THAN ONE PAGE IN LENGTH, unless a special exception applies (i.e. Federal positions via USAJobs)
- Title the document professionally (no versions), remove clickable hyperlinks and/or graphics, and save it as a PDF.
- Use consistent formatting (internal section mirroring and overall format mirroring) and a consistent black font.
- Short, bulleted phrases are far easier to read than descriptive paragraphs/ sections.

REQUIRED POST-GRADUATE LEGAL RESUME SECTIONS:

CONTACT INFORMATION: Your name, current address, phone number, and email address.

- Do not add "JD" or "Esq." after your name: While this may be appropriate for other professions, business cards, and email signature lines, it is not appropriate for a legal professional's resume.
- Think of your contact information heading as your professional letterhead: All of your application materials should be include an identically formatted contact information heading block.

BAR MEMBERSHIP: The first section should accurately describe your bar status.

- Section Titles Suggestions: Bar Memberships, Bar Admission, Professional Licenses
- Keep your bar status section accurate and current as of the time you are applying to a particular position.
- If you are taking multiple bar exams, list each state separately.
- Examples of Status Types:
 - If you are eligible, but haven't yet applied to take the bar exam: Eligible for the July 2019 Maryland bar exam
 - If you have submitted your application, but have not yet sat for the exam: Candidate for the July 2019 Maryland bar exam
 - If you sat for the exam, but haven't yet received results: Candidate for July 2019 Maryland bar exam (results pending) or Candidate for July 2019 Maryland bar exam (results expected October 2019) or Sat for July 2019 Maryland bar exam (results pending).
 - If you passed the exam, but have not yet been sworn in: Maryland (admission pending) or Maryland (admission expected December 2019)
 - If you have been admitted, and you are in good standing: Maryland
 - If you have been admitted, but you are inactive for any reason, use the state's official language for your status. If you are not sure of the official status, call the bar association/ bar examiner's office to ask.

EDUCATION: Your Education Section stays at the top, until you've gained 2-3 years of post-graduate experience.

- Each school should be formatted consistently.
- **Degree:** Consistently write out Juris Doctor, Master of Arts, Bachelor of Arts, etc., OR abbreviate J.D., M.A., B.A. (*J.D. is the abbreviation for Juris Doctor NOT Juris Doctorate or Jurist Doctorate*). Be consistent (mirroring the sections).
- **GPA:** Include GPA if it is above 3.00, represented numerically or as a letter grade, or both. Use the exact information on your transcript, carried out to the second decimal point. If you include your GPA for one school, you should consistently include it for all schools (consistently mirroring the sections).
- **Class Rank:** Displayed by numeric ratio of your rank compared with number of students in your class (ex. 17/282), as a percentile (e.g. Top 6%), or both: 17/282 (Top 6%). Reported to nearest decimal (not rounded). Report exact percentage to nearest "grade cut-off" (17/282 is Top 6%, not Top 5% or Top 10%).
- Include academic honors, awards, and extracurricular activities grouped under each respective school listing.
- Use italics for *magna cum laude*, & publications (*Maryland Law Review*, titles of senior thesis or note).

EXPERIENCE: Include all professional experience (paid, volunteer, part-time, full-time, clinics, internships, clerkships) with your duties, projects, and/or accomplishments described concisely with action verbs (past-tense for past experiences/present-tense for current experiences) and practice areas, in reverse chronological order.

- Each work experience should be formatted consistently.
- Use full Month YYYY to Month YYYY dates - this demonstrates precision and accuracy.
- Avoid vagueness, overstatements (i.e., using the word "managed" to describe duties held during an undergraduate internship), over-specification, repetition of verbs/activities, and/or opinion words (i.e., "successfully" or "efficiently").

OPTIONAL SECTIONS: Volunteer Work or Community Service, Professional Memberships & Affiliations (other than bar membership), Languages (Include fluency, and/or translation skills), Additional Education, Publications (non-legal).

SAMPLE RESUME - GRADUATE

HEATHER L. MEADOWS

560 West 120th Street, #13R

New York, NY 10027

(646) 123-3214

hmeadl155@umaryland.edu

BAR ADMISSION

New York, July 2011

PROFESSIONAL EXPERIENCE

SKADDEN, ARPS, SLATE, MEAGHER & FLOM, New York, NY

Associate, Litigation Group, September 2011-present

Summer Associate, Litigation Group, Summer 2010

Conducted research and prepared memoranda on litigation, mass torts, international arbitration, project finance and commercial property law issues. Participated in litigation and trial advocacy workshops. Attended client meetings and participated in firm pro bono activities involving immigration review issues.

UNITED STATES COURT OF FEDERAL CLAIMS, Washington, DC

Judicial Intern to the Honorable John E. Rule, Summer 2008

Researched and wrote memoranda regarding tax and intellectual property issues.

Attended court proceedings.

DORIS HOUSTON HIGH SCHOOL, Largo, MD

English Teacher, September 2007-May 2009

Taught classes in an urban public high school. Organized first annual national writing competition participation for college-bound high school students.

EDUCATION

UNIVERSITY of MARYLAND FRANCIS KING CAREY SCHOOL OF LAW, Baltimore, MD

Juris Doctor, May 2011

GPA: 3.61

Journal: *Maryland Law Review*, Staff Member

Activities: Teaching Assistant (Legal Writing); Women's Bar Association

AMERICAN UNIVERSITY, Washington, DC

Master of Arts, International Studies, June 2008

GPA: 3.80

Research Assistant: International Relations Seminar

NEW YORK UNIVERSITY, New York, NY

Bachelor of Arts, English Literature, May 2007

GPA: 3.76

Honors: Phi Beta Kappa; Elected to the Honor Society for English Literature

Activities: Debate Team, President; winner national finals; President, Student Senate

PUBLICATION

"Restructuring Securities Law to Promote Equity in Investments,"

Maryland Law Review, January 2010

LANGUAGES & INTERESTS

Fluent Spanish; moderate fluency French; beginner fluency Chinese

House of Ruth Pro Bono project, marathon running; tennis; writing short stories; international travel

CDO Alumni Career Toolkit - Resource #2

DIVERSIFYING THE POST-GRADUATE LEGAL JOB SEARCH

This guide lists tips and examples of unique resources to help you get creative in diversifying your post-graduate job search. The examples in this guide are primarily Maryland-based resources, but most cities and regions have similar resources unique to their region.

Symplicity Job Bank

The CDO posts all open positions to the Symplicity Job Bank, including positions for entry-level attorneys (0-1 years of experience), judicial clerkships, and JD-Advantage positions. [Contact the CDO if you need access.](#)

Bar Associations and Specialty Organizations

Bar Associations and specialty organizations are an excellent, and underutilized, career development and job search resource. Both often have job banks or career centers with posted job announcements. Additionally, by joining the Young Lawyer Divisions, New Member sections, or practice-area based sections/communities, a recent law school graduate can boost their network and get on the radar of practitioners with job leads.

- **MSBA Career Center:** msba-jobs.careerwebsite.com/
- **DC Bar Career Center:** dcbar-jobs.careerwebsite.com/
- **Federal Bar Association Career Center:** careers.fedbar.org/
- **Association of Corporate Counsel:** jobline.acc.com/jobs/
- **Maryland Association for Justice:** www.mdforjustice.com/
- **American Bar Association:** jobs.americanbar.org/jobs/

Publications and Job Search Websites

Legal publications are a great place to find job leads! Local area legal publications (i.e., The Daily Record), local business publications (the Business Journals), and Public Interest Jobs Bulletins (i.e., the Washington Council of Lawyers Public Interest Jobs Bulletin - posted bimonthly to Symplicity) are great job search resources. Job search websites like Indeed, Idealist, and ZipRecruiter can also provide job leads for graduates.

PSJD.org

PSJD is an online clearinghouse with public interest job listings and career-building resources, maintained by the National Association for Law Placement (NALP). Job listings in the PSJD database include postgraduate fellowships and a wide variety of permanent positions. [Maryland Carey Law alums can register for free using their Maryland email addresses.](#)

Arizona Guide

Produced by the University of Arizona James E. Rogers College of Law, the Government Honors & Internship Handbook and the Public Policy Handbook are two web-based comprehensive listings of federal, state, and local legal programs (including post-graduate honors programs) and post-graduate public policy positions with public interest organizations. [Contact the CDO for access.](#)

Reciprocity

The CDO can assist alumni in obtaining Reciprocity privileges to access job postings at law schools outside the Baltimore-Washington D.C. region. Contact the CDO to request reciprocity for another school.

Temporary/Contract Legal Employment

To supplement your permanent job search, temporary legal employment can be a great short-term strategy. The most common are large document review projects with varying subject matters, durations, and requirements. Temporary positions rarely lead to a permanent position, so be sure to prioritize your full-time, permanent job search while on an assignment or project. Most temporary assignments are posted through legal staffing agencies, which will require you to apply, and often interview, before placing you with their client. It is a good idea to register with several agencies to expand the potential pool of opportunities.

- **Robert Half Legal:** www.roberthalf.com/jobs/legal
- **Special Counsel:** www.specialcounsel.com/legal-jobs/
- **Hire Counsel:** www.hirecounsel.com/
- **Lexolution:** lexolution.net/

CDO Alumni Career Toolkit - Resource #3

THE UNSOLICITED JOB SEARCH

The Unsolicited Job Search is the process of searching for, and applying to, employers who have not posted a job announcement or vacancy. This approach demonstrates your strategic self-advocacy skills and your creative thinking, but it demands your patience and professionalism.

Timing: The unsolicited job search is often a long-term job search. You are trying to build a long-term relationship with an employer that may not be hiring right away, but may be compelled to make a hiring decision in the future.

- **For larger employers** (employers that hire lawyers, and specifically entry-level lawyers on a frequent and predictable schedule), hiring decisions are made farther in advance of the desired start time.
- **For smaller employers** (employers that hire lawyers, and specifically entry-level lawyers on a less frequent basis), hiring decisions are made on a less predictable schedule and, typically, closer to the desired start time. Candidate immediate availability and bar status is much more critical in their hiring decisions.
- **Specific practices may also have differing hiring timelines.** Corporate/Real Estate practice groups, for example, are extremely busy at the end of each quarter, and for the entire fourth quarter of the year. Because of this, they are less likely to hire new, entry-level candidates at the end of the year when their teams have no ability to dedicate time to on-boarding or training. Litigators, in contrast, tend to be slower at the end of the year when courts are closed, the fourth quarter is often a better time for litigation hiring, as opposed to the first quarter.

Research: There are many ways to research potential employers: Time to get creative.

- **For law firms:** Start with Martindale, www.martindale.com, a free online database of law firms. Start by searching for law firms based around geography. Next, filter by practice area, and or/firm size to get a list of firms.
 - Review each firm's website for clues about the firm, the make-up of their practice groups (does it appear partner-heavy and in need of associates?), the types of clients they serve, and whether they have a dedicated career page, hiring committee, or recruiting team.
 - Search the attorney roster for Maryland Carey Law Graduates and Decision-Makers: Partners, Practice Group Leaders, Hiring Committee Members, and Firm Managers have more information about proposed/future hiring needs: they know what work is coming in down the road, what client-relationships are growing, whether their teams are properly staffed for current and future work, team training capacity, and most importantly, their hiring budget. Maryland Carey Law graduates are also more likely to be interested in you!
 - Don't overlook associates! Many firms offer "recruiting bonuses" to associates, so while they may not have "decision-making authority," they may have incentives to escalate your resume upwards.
- **For nonprofits/public interest employers:** Research employers that work in areas that match your interests using resources like PSJD.org, Idealist.org, and GuideStar.org's Directory of Charities and Nonprofit Organizations. You can also search for legal services consortia members, (i.e., the DC Legal Services Consortium or the Washington Council of Lawyers). Check career pages for hiring information, and search staff rosters for Executive Directors, Directors of Legal Services, Attorney Managers, and Staff Attorneys: These individuals are most likely to be legal hiring decision-makers for the organization. Maryland Carey Law graduates are also likely to be interested in you!
- **For Corporations:** Use Leadership Connect to find general counsel information. Contact the CDO for access.
- **Government Hiring Note:** Because of transparency in hiring rules, government agencies are largely prohibited from hiring without posting an announcement.
- **Additional Creative Suggestions:** Research bar associations for section/community leaders for particular practice areas of interest to you. These are individuals that hold themselves out as leaders within those practice areas, so they may have more interest in guiding you towards job openings that they hear about (or are circulated on the section/community listservs).

Approach: Once you've identified someone that you think is a decision-maker (or would be interested in talking with you), simply send that person a targeted, professional, and concise email introducing yourself, stating your interests, and asking for an informational interview or tips/suggestions on how to navigate your final few months of your clerkship, and your jobs search. You may also want to include a copy of your resume.

- With this approach, you are not seeking a job interview: you are looking for an opportunity to discuss your career ideas and obtain some professional thoughts and feedback (it may turn into an interview down the road).
- You may not receive a response right away: Sending one pleasant, professional follow-up email is appropriate -
- Consider following-up when you have a professional update (you've received bar results, you've been sworn in).

Expectations & Professionalism: This is a long-term strategy - most of the employers that you contact will not have an immediate hiring need - but they may in the future, so keep your communications positive and professional.

CDO Alumni Career Toolkit - Resource #4

STRATEGIC NETWORKING & SELF-PROMOTION

Strategic Networking & Self-Promotion refers to the process of using your network, career-related resources, and social media to connect and promote yourself to potential employers and contacts.

Your Professional Network

You made a lot of professional contacts throughout your time at Maryland Carey Law, including professors, internship and externship supervisors, and alumni met through student organizations and campus events, and activities. Take time to follow up individually using the following strategic leads:

- **Professional News:** During your first few years out of law school, you will have a lot of professional news: graduating, taking the bar exam, passing the bar exam, swearing in, starting your first job, etc. Use these milestones as an excuse to re-connect with members of your network.
- **Legal News:** If you see an article, publication, or decision that is relevant to the practice/interest of a contact, share it with a brief, friendly, and thoughtful message.
- **Alumni:** Consider *both* your Maryland Carey Law alumni network and the alumni network from your undergraduate institution. Alumni are often willing to share their experience and advice with recent graduates.
 - Maryland Carey Law has an impressive alumni network for you to tap into. Stay on the radar for alumni-related networking events & activities by keeping in touch with the Law **School's Office of Development & Alumni Relations**: www.law.umaryland.edu/Contact-Us/Development-and-Alumni-Relations/
- **LinkedIn:** Use LinkedIn to Search for, and connect with, alumni and other professionals with specific practices of interest to you. By doing the research and reaching out directly yourself, you are demonstrating confidence, professionalism, and self-advocacy (three important qualities for a lawyer). And, don't forget to **use LinkedIn for Self-Promotion by providing professional updates to your network**, particularly at important post-graduate career milestones (passing the bar exam, swearing in).

Bar Associations & Specialty Bars

By joining the Young Lawyer Divisions, New Member sections, or practice-area based sections/communities, a recent law school graduate can boost their network and get on the radar of practitioners with job leads. These groups have educational events, social events, and volunteer activities open to new members (particularly recent graduates). Additionally, these groups often have listservs through which unposted job opportunities are circulated!

Strategic Volunteering

Volunteer work with nonprofit organizations, public interest groups, and legal services providers is an excellent way to expand your network (while also keeping your skills fresh and doing good work). Volunteering is also a good way to demonstrate your dedication, professionalism, and interests to a potential future employer. Staff members of these organizations are often involved in numerous listservs through which unposted job opportunities are circulated.

Informational Interviews

Informational interviews are a great way to expand your network, while also increasing your knowledge about a particular career path and/or practice area.

- **Approach** a potential informational interviewee with a brief, professional email that includes a brief self-introduction of you and your interests, and a request for 15-20 minutes to meet or speak. You may also want to tell the recipient why you believe they would be a good person with whom to meet (career path, similarities, common acquaintances). Most likely, you will need to follow-up with a call (7 to 10 days after your initial email). If you don't hear back, one more call or email is the limit; after that, it is time to move on.
- **Be Prepared:** Dress professionally and arrive 5-10 minutes early. Bring a few copies of your resume, but do not offer it unless asked. The contact is a potential source of employment— directly or indirectly, now or in the future— so make sure that you present yourself and your credentials in a positive, confident, and professional way that leaves a good memory of you. Never ask about the interviewee's salary or whether or not the firm is presently hiring. Be prepared to meet others: the interviewee may want you to meet someone in the office or building or he or she may take you around the office to introduce you to others in the organization. At the end of the interview, reiterate your appreciation for the interviewee's time.
- **Follow-up:** Always send a thank you note (letter or email). Express your gratitude and inform your contact that you intend to follow up on any leads given. It is also a good idea to periodically apprise your contacts of your career development progress (use your judgment as to the frequency and level of detail that shows continued interest without being intrusive). And, connect with them on LinkedIn!