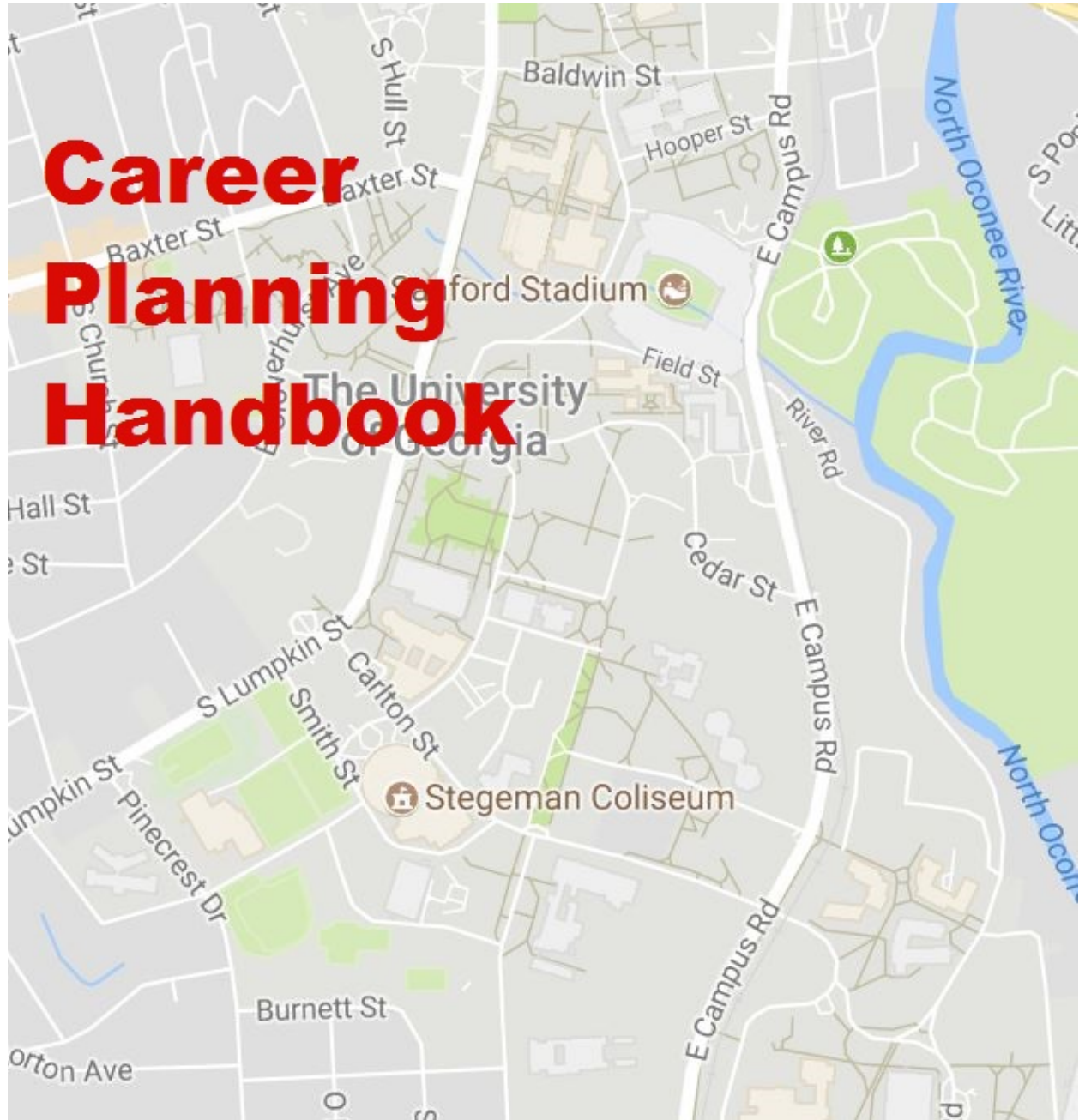




School of Law

Career Development Office

UNIVERSITY OF GEORGIA



MEET THE CDO TEAM

CDO Location: 1st Floor, Hirsch Hall
CDO Resource Room and Conference Room: Room 127
General CDO email: cdo@uga.edu
Office phone: 706-542-7541
Web: <http://www.law.uga.edu/career-development>



Kenny R. Tatum, Senior Director

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Kenny R. Tatum joined Georgia Law in 2015 as the senior director of the Career Development Office, where he oversees the law school's legal career services and professional development programs.

He previously served as assistant dean of career services at the Indiana University Maurer School of Law and the Penn State Dickinson School of Law. He was also the director of lateral recruiting & diversity strategy for Womble Carlyle Sandridge & Rice. While at Womble Carlyle he was based in the law firm's Atlanta, Georgia, office and was responsible for directing the lateral recruiting and diversity efforts for the firm's 11 offices. Additionally, Tatum has experience recruiting attorneys for law firms and corporate legal departments as the owner and lead recruiter for Diversity Legal Recruiting from 2002 to 2006. Early in his career he practiced law as a corporate associate for Hunton & Williams in Atlanta and Foley & Lardner in Milwaukee, Wisconsin.

He earned his B.A. cum laude from Morehouse College in Atlanta and his J.D. cum laude from the University of Illinois College of Law in Champaign, Illinois.

"I'm fortunate to work with a team of people who truly care about our students and who often go above and beyond their job descriptions to ensure our students find success. This is my third law school so I know how career services can go wrong. I'm proud to be in a career services office that welcomes feedback from students and is not satisfied with the status quo. As corny as it may sound, I love it here!"



Kristin Strunk Lowry, Associate Director, Small Firm & J.D. Advantage Career Advisor

Counselor for Section Y
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Kristin Strunk Lowry joined the law school as an assistant director of career services in July of 2012 and became an associate director in April 2013. She is responsible for providing individualized career counseling to students at all levels of law school, as well as alumni; engaging in employer outreach and the promotion of the school and its graduates in markets in the Southeast and beyond; organizing and promoting the law school's participation in off-campus interview programs; and advising students on J.D. Advantage opportunities and opportunities in small firms. Additionally, she leads the office's efforts in its Atlanta campus programming, including its regular speed networking events.

Previously, Ms. Lowry practiced as an associate at Hatcher, Stubbs, Land, Hollis, & Rothschild in Columbus, GA, handling litigation matters, principally in the area of medical malpractice defense. She also clerked for Judge H. Patrick Haggard of the Georgia Superior Court for the Western Judicial Circuit.

Ms. Lowry earned her undergraduate degree in international business with highest honors from Auburn University and her law degree from the University of Georgia School of Law.

“I want students to feel comfortable coming to my office to drop by and chat about anything from career aspirations to adjusting to law school life. Law school is tough, and I want my students to know that I’m in their corner.”



Tony Waller, Associate Director, Public Interest Career Advisor

Counselor for Section Z

twaller@uga.edu | 706-542-5163 | Room 107

Anthony E. “Tony” Waller joined the University of Georgia School of Law in 2015 as the Career Development Office’s public interest and government employment specialist.

He is responsible for advising students and alumni on public interest and governmental employment, as well as ensuring employers in those practices have access to Georgia Law students.

Prior to coming to Georgia Law, Waller was the chief executive officer and executive director of Children First, a non-profit organization in Athens, where he successfully developed a year-end campaign that raised over \$10,000, developed and adopted a three-year strategic framework with his board and represented the organization by speaking to civic groups and social service organizations in the community. He also served as the assistant dean for career planning and professional development at the University of Illinois College of Law, where he built and maintained relationships with alumni, employers, local and university community members and other stakeholders to develop employment opportunities for students and alumni. He has also previously served as the associate director of career services at Georgia Law.

Waller is actively involved in the National Association of Law Placement, having served as a member of the Board of Directors, as vice chair of the Nominating Committee and the Conference Planning Committee, as well as a member of the Technology Resource Group and the By-Law Review Committee. He is currently chair of the JD Advisors Section. He is also active in the community, serving on the Colham Ferry Elementary School and Oconee County Middle School PTO boards, as well as the Oconee County Superintendent Parents Council.

Waller earned his bachelor’s degree cum laude in agricultural economics and his law degree from UGA.

“Working to help make the dreams of UGA Law students happen is my jam. After 13 years doing this, it remains a huge thrill seeing a student walk up with a smile to tell me they got that position.”



Laura E. Woodson, Associate Director, Judicial Clerkship Advisor

Counselor for Section X

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Laura E. Woodson joined Georgia Law in 2014 as an associate director of career development. She is responsible for promoting, advising and preparing students to apply for post-graduate judicial clerkships; outreach to state and federal judges participating in part-time externship programs and the Atlanta semester in practice; engaging in employer outreach and the promotion of the school and its graduates in markets in the Southeast and beyond; and providing general career counseling and guidance to students. While she has primary responsibility for clerkships, she works closely with and advises all students in taking ownership of their career paths and improving their job searches and networking skills, without regard to their practice area interests or employer types.

Prior to coming to back to her law school alma mater, Ms. Woodson practiced bankruptcy and insolvency law in Atlanta for 24 years. She focused primarily on corporate bankruptcy and financial reorganization, representing business debtors, trustees, official bankruptcy committees and creditors over the course of her career. She worked in both the government and private sectors, including several years with the United States Trustee Program (within the Department of Justice) and at large and small firms in the Atlanta area, including Smith, Gambrell & Russell and most recently Scroggins & Williamson. She also worked for approximately 18 months as a legal recruiter.

Ms. Woodson earned her bachelor's degree from the University of the South in Sewanee, Tennessee and her law degree from the University of Georgia School of Law, where she was a Notes Editor for the Georgia Law Review.

"I use what might be characterized as a no-nonsense approach to help our students rise to the expectations of the legal community and, most particularly, judges. I think most students will sense quickly that this approach arises from my deep dedication to helping our students achieve their goals and advance in their careers."



Beth Shackleford, Director, Student Professional Development

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Beth Shackleford began serving as the law school's first director of Student Professional Development in 2010. Prior to this appointment, she worked in legal career services and legal recruiting for 27 years.

Shackleford draws on her extensive contacts throughout the profession as well as her event designing expertise to provide support to students in developing core skills. Her event planning experience in providing multiday educational programming for groups up to 1,300 participants enables her to organize a full range of professional development opportunities for law students. She has published and presented on numerous legal career topics.

Additionally, Shackleford assumes primary responsibility for career resource development for the law school. Currently, Shackleford serves on the national editorial board for PD Quarterly along with law

school faculty and law firm professional development directors from across the country. She has served numerous national-level leadership roles in the field of career development for lawyers.

In 2006, Shackleford was honored with the prestigious Association of American Law Schools' Kutulakis Student Services Award. She earned her bachelor's degree in political science from Agnes Scott College and later received a certificate in mediation from The Settlement Institute in Atlanta, Ga. Actively involved in the community, she has served on several boards of nonprofit organizations.

“Working with bright and creative law students is a joy! I especially applaud the variety of career goals our students bring, and love working with you and with our student organizations to provide key information to support your career dreams.”



Ebony Mobley, Employer Relations Manager

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Ebony Mobley began serving as the University of Georgia School of Law’s employer relations manager in 2018. In this Career Development Office position, she cultivates relationships with and between employers, the law school and law students to maximize student employment outcomes. This includes assisting with judicial clerkship and public sector employment strategies, increasing the law school’s visibility with these employers and training students to create successful application materials. She also manages off-campus interview programs and employer-related data.

Previously, Mobley worked as a program coordinator at the Emory University School of Law Center for Public Service, where she specialized in judicial clerkships and public interest related employment. She was also a recruitment administrator for The Ohio State University Moritz College of Law managing on- and off-campus interview programs and providing career counseling.

Mobley earned her bachelor's degree in strategic communication from The Ohio State University and her master’s degree in management from Ohio Dominican University.

She is a member of professional organizations such as the Georgia Appleseed Young Professionals Council, the National Association for Law Placement, the Atlanta Bar Association and The Ohio State University Alumni Association.

“By creating new opportunities with prospective employers and strengthening existing networks, my goal is to maintain positive professional relationships for the benefit of our law students. Whether you are interested in public sector or private sector work, there are countless ways to imbed public service into your legal career. My passion for public service is built on a foundation rooted in volunteer work and community outreach. I believe that our work reflects who we are!”



Laura M. Roqueta, Student Engagement Coordinator

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Laura M. Roqueta joined the University of Georgia School of Law as its student engagement coordinator in 2018. In this Career Development Office position, she drafts student newsletters, assists with professional development events, and distributes resources and CDO related information.

Previously she worked in advertising and social media in Puerto Rico. At AGS Medical Billing, she was a social media coordinator and billing specialist. She also worked for Hip Hop Fashion Boutique as their social media manager and customer service specialist, where she sought to expand the company's online image by overseeing its digital advertising campaigns and managing its Facebook and Instagram accounts.

Laura earned her Bachelor of Arts in public relations and advertising from the Universidad de Puerto Rico in 2017. While studying, she participated in a student exchange program at the Universidad Complutense de Madrid in Spain.

She is fluent in Spanish and English.

"I am excited to be part of the Law School community. You might find me for information on CDO events, interview travel reimbursements, or just to grab some candy and chat. I look forward to meeting you all."



Robbie Eddins, Interview Coordinator

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Robbie Eddins joined Georgia Law in 1993 and currently serves as the Interview Coordinator for the Career Development Office. In her current position, she manages all on-campus interview programs and job postings. She works with employers in many aspects of their recruiting process, and she assists students with scheduling, technology and other issues related to their job searches. She has primary responsibility for managing the Department's use of the Symplicity database.

"Hopefully, I'm the one in the CDO you won't be seeing often. I stay busy behind the scenes, and mostly behind a screen, to make sure all things CDO are running smoothly. When needed, I problem-solve Symplicity, interview scheduling, and other administrative matters when they occur."

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IF IT'S ALL YOU READ, READ THESE FOUR THINGS.

THIS HANDBOOK IS ABOUT YOU AND YOUR NEEDS.

We have tried to break it out into sections/topics that are easy to access and that make sense based on our experience, surveys, and what has helped students at other schools. The idea is to give you tools and examples that let you actually do the things we are talking about, not just read about them.

WE CARE ABOUT YOUR GRADES, BUT WE DO NOT CARE ABOUT YOUR GRADES.

It is true that grades matter, that most employers pay attention to them, that they can impact the opportunities you have available now and at graduation. All that said, we DO NOT CARE what your grades are. What we care about is you and your individual success. While you may hear a lot about OCIs and judicial clerkships, the truth is these largely run themselves and get very little attention from us. Our focus is actually on the middle and bottom third of the class, working with them individually and through other programs to help them achieve their ambitions.

WE ARE HERE TO HELP YOU PERSONALLY IN WHATEVER WAY WORKS BEST FOR YOU.

If the ideas or tools in this handbook don't make sense to you or this is not the way you prefer to get information, then we are personally asking you to come into CDO and let us help you directly. Even if you think this is a great tool for you, we want you to come in and see us in person. We love what we do, and helping you is the best part.

THE BUCK STOPS HERE.

This is one of our guiding principles (and we thank President Truman for letting us use it). It means that if this handbook is confusing or missing something you wish it had, if you feel we're helping others find their path but not helping you, if you see a gap in the programming we put together (like the kinds of legal and non-traditional career areas you want exposure to), or if you sense these kinds of frustrations from your classmates, we want you to come tell us. We want to know, it will not offend us, and it matters. Like I said, we love what we do and we want to do it better.

**Ability is what you're capable of doing.
Motivation determines what you do.
Attitude determines how well you do it.
- Lou Holtz**

Welcome back! In our conversations with law students, we discovered that many felt they fell in a gap during their 2L or 3L years. They were caught between all the attention focused on 1Ls, getting them up and running in a new and challenging experience, and early OCIs, activities with journals, advocacy and student leadership, and the time spent preparing to graduate and sit for the bar. This handbook, along with some programs we have planned for the fall, are just part of filling that gap and our commitment to your success.

SUMMER IS OVER!! WHAT NOW?

Consider the following statements –

1. 1L OCIs were a disaster, 2L OCIs are worse and if anyone says the word “network” my head will explode . . . but I really do want a job.
2. The folks at my summer job were nice, but I would rather spend the summer in Death Valley without air conditioning than spend my life in that practice area.
3. I loved the practice area of my summer gig, but by the second week I found myself scheming how I could build that man-eating shark tank thing from *Despicable Me* under my boss’ desk.
4. Nice people and a cool practice, but my spouse just landed a job as the conductor of the Cleveland Philharmonic (or med school residency in Houston or promotion to their company home office in DC), where I don’t know anyone and am just too tired to think about starting my search all over again.
5. So THAT is what practicing law means, huh. . . I know I saw an ABA article on alternative careers for law school grads somewhere.

We are here as your counsel, we are committed to you and your success, and we actually missed you over the summer, so come by the office. You should also come see us if you think something inappropriate happened over the summer with your employer, even if you can’t quite articulate what or why.

We look forward to seeing you soon!

Kenny, Beth, Kristin, Laura W., Tony, Ebony, Laura R., and Robbie

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HOW TO DESCRIBE WHAT YOU DID THIS SUMMER.

It is likely you just gained your first legal experience. It might even be the first professional experience you have under your belt. It is important to take full advantage of all you did this summer by incorporating it into your resume, your elevator pitch and, maybe, your cover letter.

Below you will find some examples to help you. Here is how this works:

- The stuff inside the quote marks is what you might tell us if we asked you about your summer gig.
- Next is the elevator pitch. It assumes you have already looked them in the eye, given them a solid hand shake, introduced yourself, and asked their name if you don't know it. Keep in mind that your goal is to make a good first impression, find common ground and then make the ask (i.e. learning about them and what they do, asking for their advice, or even setting up a meeting over coffee sometime down the road).
- Finally, we show how you might put the experience into your resume.

Give it a try on your own, and then come in and see us and we can help you refine these skills.

EXAMPLE 1 – SUMMER CLERK AT A PRIVATE LAW FIRM

“This summer I did a lot of research for the attorneys in the firm looking at estate taxes, election funding disclosures and a bunch of issues in a big bankruptcy. Most of the time I would prepare a memo for them, but sometimes they would just want me to tell them what I found or highlight cases. I also prepared an answer to a complaint, drafted part of a motion for reconsideration, and I prepared notebooks and attended a couple of depositions.”

New Elevator Pitch and Resume Section:

“I’d love to know about your litigation practice. I had a great summer with a firm working mostly on commercial litigation and bankruptcy in Macon, and it confirmed that it is what I want to do, so any insights would be a huge help.”

XY & Z, L.L.P, Macon, Georgia
Law Clerk

Summer 2018

- Responsible for research and drafting of memoranda on various topics, including numerous commercial bankruptcy issues, estate tax issues and disclosure requirements for campaign advertising.
- Drafted answer and portions of motion for reconsideration.
- Responsible for preparation of materials for depositions and attended same.

EXAMPLE 2 – SUMMER CLERK AT A PRIVATE LAW FIRM

“My firm was pure family law. I helped draft a couple of settlement orders, and that was kind of intense because we kept getting changes from the other side up until we filed it. I also sat in on most of the client meetings, taking notes and listening. After the client meetings the attorney and I would chat for a few moments about the case. By the end of the summer I was able to start contributing to these chats. I also got to go to court a few times and helped prepare the attorney notebooks for some of those hearings.”

New Elevator Pitch and Resume Section:

“It’s great to meet you. I got to work at DRLaw this summer, working on family law cases, and I really liked it and am planning to take family law in the fall. Kristin in career services told me you started your own family law firm, and I was wondering if I could reach out and set up a time to get your advice?”

DRLAW, P.C., Atlanta, GA

Summer 2018

Law Clerk

- Responsible for assisting in negotiating and drafting proposed settlement orders in domestic relations matters, including incorporating and tracking changes to key terms.
- Participated in client meetings, gathering information and then conferring with the attorney on strategy and next steps.
- Prepared attorney notebooks and related materials for various hearings.
- Attended hearing with attorney, assisting with materials and observing procedures.

EXAMPLE 3 – SUMMER CLERK WITH PROSECUTOR

“They had me help on a couple of DUI cases the first week, which was fun because we were in court three times and I got to meet a couple of the judges, but mostly it was negotiating the sentence with the other side. The next week they gave me a research project trying to figure out if the Miranda warning a guy got in one county when they picked him up for felony speeding was effective for the county I was in because we had a warrant out for his arrest for failing to show up for a reckless driving court date. Our sheriff went to bring him from their jail to ours but didn’t give him the warning again. The defense had moved to suppress his confession. I also worked on a couple of juvenile cases involving MIPs, mostly looking at the charges, discussing them with the assistant CA, and then shadowing her and seeing how she resolved them.”

New Elevator Pitch and Resume Section:

“I would love to get to join the US Attorney’s office someday. I had a great summer with the Athens-Clarke County District Attorney and hope to get an offer there or from another prosecutor in the area after graduation. How did you make the move to the AUSA’s Office from where you started out after graduation?”

Athens-Clarke County District Attorney, Athens, Georgia
Summer Extern

Summer 2018

- Researched and drafted extensive memoranda regarding defense motion to suppress based on failure to give second Miranda warning to defendant who was in custody and had been Mirandized in another jurisdiction.
- Assisted attorney with DUI hearings and settlements.
- Assisted attorney in juvenile court, primarily with the terms of diversion involving minor in possession charges.

EXAMPLE 4 – SUMMER CLERK FOR JUDGE

“I mostly worked with the full-time clerks, but some with the judge too. I did a lot of research into things like did the court have jurisdiction, a motion to unseal some records and that kind of thing. I also spent a lot of time looking up cases cited in motions where the parties were arguing over what it said. For those I would usually find the case, look it over, talk to one of the clerks about what I thought was going on and then they would either take it and incorporate it into their memo themselves or ask me to draft a memo for the judge. I also drafted most of a bench memo on a fight between two brothers of the sale of a family company. I got to sit in on a bunch of cases, like arraignments and bond revocations, and to watch some direct and cross.”

New Elevator Pitch and Resume Section:

“I applied to your firm for an OCI this fall and am hopeful I get picked. I really liked my summer with Judge Adams; he was brilliant and his clerks were great. Ultimately, I think I am leaning toward more of a transactional practice. Did you always know you wanted to do real estate?”

Chambers of The Honorable Gregory A. Davis, Superior Court, DeKalb County, Georgia
Summer Extern

Summer 2018

- Responsible for researching, drafting findings on various issues, including jurisdiction and efforts to unseal documents under a protective order.
- Researched and drafted substantial portions of bench memorandum regarding commercial dispute involving sale of closely held corporation.
- Attended hearings on numerous matters, including criminal arraignments, evidentiary hearings and bond revocations.

EXAMPLE 5 – WORK IN-HOUSE WITH CORPORATE LAW DEPARTMENT

“I was with Coca-Cola in Atlanta, in-house. My first project was helping review a lease on a new office space in Texas, and then I worked on some licensing agreements. I spent a big part of the summer helping to review the employee manual and update it. That project had a lot of research on changes to labor laws, drafting memos for the lawyers and then helping edit the manual. I think I might want to do labor and employment, so that was cool. Then a lot of what I did was sit in on meetings with outside counsel, who do their litigation, keeping track of where we were on cases and writing updates for the chief counsel to update the COO and CEO.”

New Elevator Pitch and Resume Section:

“I know your firm is labor law focused. I got the chance to work at Coca-Cola this summer, helping research and update their employee manual because of some changes in the regulations. I thought it was really interesting, and so I changed my spring schedule to take employment law. How did you decide to practice labor law?”

Coca-Cola, Atlanta, Georgia

Summer 2018

In-House Law Clerk

- Researched and drafted extensive memoranda as part of review and revision of employee manual, ensuring compliance with applicable federal labor law.
- Researched and drafted memoranda for chief counsel and executive leadership on status of litigation by outside counsel.
- Reviewed various contracts and researched issues related to commercial leases and licensing agreements.

EXAMPLE 6 – WORK WITH PUBLIC INTEREST ORGANIZATION

“At Disability Law & Policy Center, we focused on challenging how kids in grade and high school can be restrained. So for now you can lock a kid in a closet or tape them to a chair, and it is up to the teacher to choose how to restrain a student. So I and another summer clerk worked on a survey of laws in the US for four weeks. We did a memo for that, with a compendium of laws, regulation on seminal cases. The lawyer in charge of that and the executive director thought we did a great job, and then we helped draft some proposed legislation with one of the state senator’s offices that they said they are introducing in the next session. I also researched some disability cases involving students and what the school is required to do for them and helped write an article that they want to publish in the Georgia Bar Journal.”

New Elevator Pitch and Resume Section:

“I had the opportunity to help draft some legislation dealing with how schools can restrain students. I really liked working with the legislative staff and am hoping to find an opening either with the legislature or with a non-profit doing policy work. When you graduated, did you know you wanted to do policy work and how did you get on the senator’s staff?”

Disability Law & Policy Center of Georgia, Decatur, Georgia
Summer Clerk Summer 2018

- Researched and drafted 50-state survey regarding restraint of primary and secondary school students, including key statutes, regulations and cases.
- Assisted in drafting proposed legislation for changes to Georgia laws regarding restraint of primary and secondary school students, all in conjunction with state senator’s staff.
- Researched and assisted in drafting article regarding schools and scope of services and assistance they are required to give students under federal and Georgia law, to be published in the Georgia Bar Journal.

EXAMPLE 7 – WORK IN BANKING TRUST DEPARTMENT

“I was at UBS Bank in Atlanta. They have a big trust department, so almost everything I did was with them. Part of it was legal research, looking at some tax law changes. Part of it was helping update how they report customers, making sure they meet regulations and best practices, but also to make it easier to use because the old format was kind of ugly and hard to understand. I also helped work on some trusts, but I don’t take Trusts until the spring, so at first it was just a lot of learning about revocable, and irrevocable, and spendthrift and other trusts. My accounting degree helped, though, and they were really nice and took the time to explain stuff to me so that by the end I think I was contributing in this stuff.”

New Elevator Pitch and Resume Section:

“I decided to spend last summer in the trust department at UBS Bank. I did my undergrad in accounting and know I want to do tax or estate planning work, and I am also thinking I might do an LLM in tax. Could I email you next week and set up a time to talk? It would be great to learn how you succeeded in your practice.”

UBS Bank, Trust Department, Atlanta, Georgia
Summer Clerk Summer 2018

- Researched and drafted memoranda on implication of recent federal tax law changes on trust distributions.

- Assisted in creation of revised quarterly reports for clients, ensuring compliance with updated federal and state laws and regulations, and making the information easier to consume.
- Assisted in drafting and revising trust instruments for clients, including revocable and spendthrift trusts.

EXAMPLE 8 – WORK AS EXTERN WITH LEGISLATIVE RESEARCH DEPARTMENT

“I was at the Georgia Legislative Counsel. So some of what they had me do was research issues raised by legislators because they don’t have staff that can help them. It was kind of all over the place. I did agriculture subsidies, local sales taxes, cigarette and liquor store zoning, and some other stuff. We also took proposed legislation and worked on reconciling it with existing laws so that they didn’t conflict.”

New Elevator Pitch and Resume Section:

“I am really interested in policy work, especially from the lobbying side. I know you do a lot in Georgia representing companies at the legislature, and would love any advice, and learning how you broke in. My summer at the Legislative Counsel Office was great, and I learned a lot about the process of legislation, but I know that is not at all the same as what you do.”

Office of Legislative Counsel, Atlanta, Georgia

Summer Extern

Summer 2018

- Researched proposed legislation, including bills on agriculture subsidies, local sales taxes, cigarette and liquor store zoning.
- Identified issues requiring reconciliation with existing laws.
- Assisted in finalizing language of upcoming legislation, in collaboration with lawmakers and other legislative counsel staff.

EXAMPLE 9 – WORK AS EXTERN WITH FEDERAL AGENCY

“I externed for credit with the US Attorney’s Office in Augusta. I worked on a few projects. The one that was the biggest was helping on a Medicaid fraud case. The doctor had billed like \$6 million in bogus claims over five years. For that one I helped prepare the trial notebooks for the AUSA handling the trial. I also did some research on motions filed by the defense and I got to go to the trial and sit at the table. I wrote a memo on the Supreme Court ruling last year on suppression of evidence, seeing how courts were applying the law. I also helped the civil side in a case where a property owner was suing because a contractor on a federal building drove their crane across the landscaping in front of their building, so I got to help with a deposition.”

New Elevator Pitch and Resume Section:

“After my summer with the US Attorney, I know I really want to be a prosecutor. I know you joined DA’s office when you graduated two years ago. Would you have time to speak this week or next? Any advice on interviewing for next summer and what it is like working there now would be a huge help.”

The United States Attorney’s Office, Southern District of Georgia, Augusta, Georgia
Summer Extern Summer 2018

- Assisted in researching issues and preparing materials for Medicaid fraud trial, including preparation of trial notebooks, researching issues raised in defense motions and attending trial.
- Researched and drafted memorandum on suppression cases nationally following US Supreme Court ruling in *Smith v. State of New Jersey*, 591 U.S. 134, 2015.
- Assisted in civil matter involving trespass and destruction of property claims against government, including helping prepare for and attending depositions.

WHAT IF I TOOK CLASSES OR PARTICIPATED IN AN INTERNATIONAL EXPERIENCE THIS SUMMER?

Classes are, for many folks, the best choice. Maybe you are trying to get out early. Maybe you wanted to lift your GPA and focus on being a student. Your resume will not change much, as there is not much more to add. However, you do want to make sure your cover letter is in great shape. You want to make the case for why they ought to hire you, which means demonstrating passion and skill.

If you participated in one of the Dean Rusk Center’s international experiences (Global Governance School or Global Internship), you will want to include information on your resume. Your CDO counselor can assist you with presenting your experiences.

You will want to engage in a positive discussion of these experiences in any interviews. You want to be ready to tell them why you decided to focus on academics and how that is part of a plan for your success (and ultimately theirs).

The point is to make taking classes, studying abroad, or working abroad a win in their minds, not something they think you did because you were apathetic about your job search or because there is some other issue with you as a potential employee. Because there are so many variations on how to speak to this issue depending on your individual situation, you should come in and see us in CDO. As an example, you might say:

“Instead of taking a job, I decided to focus on academics this summer. This gave me a chance to augment my studies in subjects that relate to my career interests. I will be enrolled in the defender clinic this fall, where I will get to represent defendants under

the state's practice act. I am really excited about both, especially the exposure they will give me to real-world situations."

We can talk through all of this and help you develop talking points that will strengthen you and your choices.

HOW CAN I LEVERAGE MY EXPERIENCE TO DO SOMETHING TOTALLY DIFFERENT?

In most cases, this is far less of an issue than you imagine. Employers know that most law students do not know what they want to do when they start school, or that they are going to change their mind at some point.

The resume format we use is so focused on functional skills that it normally works well in all but the most unusual of circumstances.

If, for example, you were in a litigation position doing medical malpractice but now want to do commercial litigation, the "litigation" skills you developed are entirely transferable between the two.

If you want to move from litigation to a transactional practice, that is less related, but even there the resume is unlikely to change much if at all. Where you might make some edits is emphasizing a project that had a more "business" bent versus, say, a torts focus.

If you think a more specialized resume may benefit you, go for it, but be careful to make sure that it is formatted perfectly and that you always select the right one when applying.

Your cover letter, however, may change a great deal, because that's where you tell the story of "why." Why the change, why this new area, why the experience you had applies, why you are the perfect candidate...and so on. Try drafting up a new cover letter, remembering to:

1. Keep it under one page
2. Tell a story, don't list facts
3. Avoid saying things like "I am a hard worker" or "I am a good team player." Instead, let the sub-text of the story you tell do that for you, and
4. Be authentic

Take a couple hours, no more, and get the draft of your new cover letter onto a page, not worrying about how long it is or what it says: just write it. Put the letter in a desk and then pull it out the next day and spend one hour editing. After that, STOP and come in to see us and we will help you get to a final draft quickly.

If you are worried about what to say about your summer in the letter, you might not say anything, focusing instead on your passion for this new area of law you want to pursue. If you do find it makes sense to mention it, then maybe it is in passing, saying something like:

“I have always known I wanted a practice focused on commercial law. In my time at U-Haul I dealt with a wide array of commercial real estate and equipment leases, purchases and financing issues. I found the work to be compelling, especially working with counsel to finalize agreements worth millions. This past summer I had the opportunity to look at commercial law from the perspective of a litigator with Blasingame Burch Garrard & Ashley in Athens. While I learned a great deal about how to assist a client when a deal falls apart, the experience confirmed that my passion is on the transactional side, negotiating and structuring deals like I did at U-Haul, and helping clients prosper in business.”

I HAD A LOUSY SUMMER, HOW DO I SELL IT AS A WIN?

After all the time and effort of landing a summer gig, it can be incredibly frustrating to have it turn out to be a bad experience. There are ways to still sell that to a potential employer as a win, by focusing on what you learned, not what happened. Before we get there, however, you should take a moment to assess the experience, decide if any action is needed as a result of the experience, and then develop your strategy to make a bad experience into an asset.

The first thing is to take a moment to think about what happened and see what lessons you can take away. Maybe it is knowing the kind of firm you never want to join, or the kind of person you want to work for. Maybe it is a better way to manage assignments so that your expectations and those of a partner are better aligned. Whatever the case, taking a few moments to think about what you can take away is time well spent.

Next, if you think something you experienced was genuinely inappropriate, you should also consider telling us in CDO. We can help you assess next steps and maybe protect future classes from a similar experience. Likewise, if you made a mistake or had a bad relationship with someone, and just could not seem to turn the corner, this is another place we can offer guidance and support. We have faced an array of complex and delicate issues, and have had great success in helping students navigate a path that was as beneficial to them as possible.

THE RESUME, COVER LETTER AND INTERVIEWS AFTER A HARD SUMMER

How do you sell a bad summer experience as a win in your resume? In the resume you focus on the transferable-functional skills you used or developed, just like we did in the examples earlier in this document. Even if there were issues at your firm, it should not undo those skills you developed and demonstrated over the summer.

In the cover letter, focus on the thing you want to do, not on the experience you had over the summer. For many folks the letter will not change because the motivation for what you want to do has not changed. If it has changed, because of the summer experience or for other reasons, then you focus on what you aspire toward. The great thing about the cover letter is that you control the content and the message it conveys.

In terms of answering questions about your summer, like “how it went” or “why aren’t you returning there for your second summer,” the answers can be as varied as the situations. The key is to use positive language, being neutral in your descriptions of the experience while also demonstrating your success and ability to overcome a challenge. Below are a couple of examples, but because this can be such a delicate line to walk, please make a point of coming to see us so we can help you develop and hone your specific approach.

Example Situation:

“The firm I was with was great during the interview but once there it was a mess. Two partners had just left with a big book, so work was slow. The person I interviewed with was totally distracted and so no one really managed me or the other summer clerk. I got work, but no real feedback until one partner called me in over a memo. She was really frustrated because it was off topic, and while I can see how she was right, if there had been some guidance, then the whole issue could have been avoided and I would have given her what she wanted, not what I mistakenly thought she was asking for.”

The question from a new firm:

“How was your summer at your firm?”

Response:

“I got to work on a wide array of projects, drafting some parts of larger motions, a couple of discovery requests and also researched some memos. I learned a huge amount, not just about law, but about practice and how to meet different partners’ needs.”

The question from a new firm:

“Why aren’t you returning there next summer?”

Response Option 1:

“I really liked the practice areas and the work, but I think I want a firm that has a broader set of practices.”

Response Option 2:

“I really liked the practice areas and the work, but I also know I want an environment where I have a chance to interact with clients and get into court without waiting seven years.”

Response Option 3:

“I really liked the litigation part, but I found I was not interested in medical malpractice, and really want to focus more on commercial litigation.”

DO I NEED A SPECIALIZED RESUME FOR EACH KIND OF EMPLOYER?

Maybe.

While you may be tempted to tweak your resume into specialized versions, it also increases the likelihood of a typo or of sending an old version. Your typical law school resume ought to work for 95% of law openings.

Potential exceptions are highly specialized practices, like intellectual property, where you may want to spend more time on your technical background. In some cases, having one version for the IP jobs and another for everything else might make sense. If you think you're a candidate for specialized resumes, come in and see us and we can help you think it through.

One case where you definitely want to create a specialized resume is if you are applying for a federal job. If it is just a summer gig, like externing with the US Attorney or EPA, this is not you. But if you are actually applying for a post-graduate job, like being an ERISA Investigator with the Department of Labor or a FOIA Reviewer with the Department of Immigration and Naturalization, you need a long-form resume.

A long-form resume covers your entire work history, in much more detail, and is tailored to the position you are applying for. The reason you do this for federal jobs is that your pay grade is based on the sum total of all your experience. Leaving stuff out now may start you at a lower rank, either now or when you graduate and join full-time, and once you are hired it is very hard to leapfrog levels.

Also, because there are so many applicants for federal jobs, the first pass at culling through applications is often done by a computer that scores your application based on how closely it matches the terms and requirements of the job posting. Come see us and we can help you look at the job posting you are applying for and see how you might set up your resume. It is also good to remember that these federal job postings are often up for just three or four days, so you need to look often and apply quickly!

WHAT CAN I DO TO BOLSTER MY RESUME?

If you think your resume is lacking, there are tons of ways to add some real weight to it. Consider the following short list of options:

RA JOBS

Faculty hire research assistants all the time, and they're not just in the top 25%. If you see a posting from a professor you know and whose area of research is of interest, apply. If you don't see a posting, you still might go ask the professor, because maybe they have the funds to hire someone and just haven't posted yet, and now they will

have you in mind. The great thing is not just being able to put this on the resume, but if you do a good job, you will probably be able to have that faculty member be a recommender. We cannot tell you the number of students who have landed jobs because a professor got to know them, and even if the student's grades were not at the top of the class, they could speak to their character and the quality of their work.

PUBLISH FOR A BAR ORGANIZATION

Bar organizations, like the Georgia Bar Association, Federal Bar Association, Atlanta Bar Association and others, are always looking for articles. Maybe it's profiling a judge, maybe it's about the change to a rule, or maybe it's about your experience in law school. In any case, it gets you exposure to the bar organization, a great line for the resume and your name out in front of all the members. You can even look at co-authoring with a fellow student or faculty member. If you want to give this a shot, look in the bar magazines and see who the contact is, and just give them a call.

WRITING COMPETITIONS

Throughout the year, scores of organizations offer writing opportunities. Typically these are direct towards specific topics of the law, and most come with substantial financial awards for those whose publications win. Writing competitions can be a great way to show interest and expertise in key legal practice areas. Your career advisor can help you locate writing competitions in line with your interests.

VOLUNTEER OPPORTUNITIES

Your membership in bar organizations is normally free or heavily discounted. In either case, the point of being a member is not so much about putting that on your resume, but leveraging that membership into networking and exposure. Make a point of volunteering to help on projects even when they don't ask. Checking in attendees at a bar gala, setting up for a CLE, and licking envelopes for a mail campaign are the kinds of volunteer involvement that get noticed. Volunteering for local bar associations is also an excellent way to show demonstrated interest in a particular geographic legal community.

LEADERSHIP OPPORTUNITIES

You should also look for leadership opportunities. Both student orgs on campus and bar orgs off-campus look for members to take on leadership roles. Maybe it's treasurer of Equal Justice Foundation here at the law school or a committee with the Young Lawyers section of the bar. In all cases you will get experience, exposure, and expand your network.

Congrats on having real and relevant experience to add to the resume! Now the question is what to do about the stuff that leaked over to a second page. For starters, a one-page resume is not an arbitrary choice.

Most attorneys we know who make hiring decisions think that longer resumes are red flags, indicating the inability to be brief but clear. You also have to assume that they might never realize there is a second page or that it gets lost. If that happens, then have they missed something important? There are exceptions to this rule when applying for positions like federal jobs or some judicial clerkships, and if that is you, come see us.

Below are 5 “Dos” and “Don’ts” to get you started, but if you bring in a copy of the resume we can help you look at a multitude of other ways to keep the resume at one page (and make it look great)!

DOS . . .

1. Get rid of old and irrelevant jobs. This is a job that you had on your 1L resume that has only limited relevance to a law firm. For example, you might drop that job bagging groceries or hosting at a restaurant in high school.
2. Get rid of blank lines. If you are hitting the return key twice as a way to put space between sections and subsections, there is a better way. First, get rid of the extra spaces. Next, go into the paragraph settings in Word and add in smaller spaces by putting in a 0.6 space using the “Space Before” and “Space After” commands. This gets most people four or five lines back.
3. Be concise. Like everything else you write, go back and make sure your bullets are clear, crisp and efficient. This is especially true for those bullets where just one or two words push into a second line.
4. Consolidate jobs where it makes sense. Maybe you worked as a waiter at three restaurants in undergrad. That is great experience and shows you at least paid part of your way through school. But instead of listing each one separately, you might combine all three into one heading. Maybe the heading is now Various Restaurants, the position is Assistant Manager/Waiter, and then the first bullet says “Responsible for overseeing front-of-house staff as manager at Applebee’s,” and then a lower bullet might say “Waitstaff at Olive Garden and Axois restaurants, working multiple shifts and training new hires.”
5. Consolidate experiences where it makes sense. Instead of using a separate bullet for every memo, pleading and motion you worked on, cluster them. Try saying “Researched and drafted memoranda on various topics, including adverse possession, changes to retainer rules and zoning for group homes” or “Drafted answer, portion of motion for summary judgment, motion to dismiss and request for admission.” If you did a bunch of motions, for example, but there was one really big one you want to emphasize, then you can still give that its own bullet, for example, “Major project involved multimillion

dollar products liability case, drafting key legal and fact sections of motion for summary judgment of same, as well as performing attendant research.”

DON'TS . . .

1. Never get below an 11-point font. Hiring lawyers tend to be older and their eyes are probably nowhere near as good as yours. So, depending on the font you're using, keep it at a readable 11- or 12-point size.
2. Don't get rid of the personal interests/community involvement section. You would be amazed how these sections can make all the difference. They can take an interview that was going to be the longest 20 minutes of your life and make it into the best interview ever. In fact, we think the best interviews are often the ones where you never even got to a discussion about classes, grades or what you worked on last summer, and instead talked about spending holidays building homes for the poor, training for a half marathon during a Georgia summer, or how you were the state grocery bagging champion in 2003.
3. Avoid more when less will do. Sometimes you'll have four bullet points, and the last one is something like "Observed hearings and trials" whereas the other three are more substantive. If that's the case, you can drop this last bullet point. It is likely the least impressive bullet point, and many interviewers will assume that if you did a bunch of motions and similar work, your summer employer took you to watch them in court.
4. Don't lose the white space. Hold your resume (or cover letter, even) out at arm's length. Does it look like a document that someone can scan quickly or like a page out of an experimental stream-of-consciousness novel? White space is critical for readability, and readability matters to lawyers, so make sure your margins are at least 1 inch on all sides.
5. Don't forget to double (triple!) check everything. Make sure the resume is perfect. Check to make sure the font is the same, the point size is the same, the bullets are all the same, the margins all line up, each section is formatted the same as every other section, the bullets either all have a period at the end or do not have a period at the end, the names are all spelled correctly and you didn't type a word like "form" when you meant to type "from."

**I believe that people make their own luck
by great preparation and good strategy.**

- Jack Canfield

HOW TO NETWORK

Stop thinking about networking as “selling yourself” and start thinking about it as “making friends in the professional world.” Lawyers lead full lives outside of their practice areas, and usually they are social, community-minded folks involved in plenty of activities in which you can also be involved. You might bond over a common interest in cooking, scuba diving, travel, needlepoint, sports (does anyone out there like football??) or a myriad of other activities and interests. Think of it this way: when you’re networking at an event, you’ll probably spend about 10% of your time talking about the practice of law and 90% talking about outside interests and experiences (both theirs and yours). Don’t be intimidated, you’re a natural at being you!

10 ICE BREAKERS WHEN YOU MEET SOMEONE

1. I don’t believe we’ve met, but I wanted to introduce myself...
2. What do you enjoy most about what you do?
3. I’d love to hear about the coolest project/case you’ve worked on this year.
4. Is this what you thought you’d be doing when you first decided to go to law school?
5. What’s the most challenging part of your job?
6. How did you choose this area of law?
7. What do you like to do outside of work in your free time?
8. Are you from this area originally or did you move here for law school/when you joined the firm?
9. Did you start out in this area of practice?
10. Why did you decide to go to law school?

Sometimes, idealistic people are put off by the whole business of networking as something tainted by flattery and the pursuit of selfish advantage. But virtue in obscurity is rewarded only in Heaven. To succeed in this world you have to be known to people.

- Sonia Sotomayor

NETWORKING OPPORTUNITIES

Every time you are out you are networking, but there are also lots of dedicated opportunities each semester. Here are just five examples to take advantage of:

1. Offer to help set up at a CLE and you'll be coming into contact with the expert presenters and the attending practitioners.
2. Attend CLE's, which you can sometimes do for free or very little just by asking for a student rate.
3. Attend bar events, which often offer free or discounted admission, especially if you volunteer to work the door or spearhead promotion to students.
4. Law school events: homecoming, Sibley Lecture and other events that include attorney guests. Watch the law school events calendar and the weekly email events announcement.
5. Create your own event by tapping into resources like CDO's Law Dawg Career Connect program, where you pick the practice or industry, get a group of three to five students to agree to attend, and we find the attorney and set up the meeting.

ACTIVITIES AND MEMBERSHIPS

A number of opportunities for professional connections and career exploration are available to you.

Student organizations within the law school community include affinity and practice interest groups, and provide you with the opportunity to network with law students and lawyers. A list of law school student organizations is available here: <http://www.law.uga.edu/georgia-law-student-organizations>

Almost all bar associations offer student memberships free of charge. Smaller bars may host students without the requirement of membership. Information on bar associations can be found here: <http://www.law.uga.edu/bar-associations>

Three bar associations popular with Georgia Law students are:

- The American Bar Association https://www.americanbar.org/membership/join_and_renew.html
- The Georgia Bar Association <https://www.gabar.org/membership/howtojoin/index.cfm>
- The Atlanta Bar Association <http://www.atlantabar.org/?page=443>

LINKEDIN GROUP: GEORGIA LAW CAREER RESOURCE PROJECT

The CDO operates a LinkedIn group that provides a platform for law students and Georgia Law graduates to interact. Job announcements and career news pieces are shared on the group pages. To join, send a request from your LinkedIn profile to the Georgia Law Career Resource Project (<https://www.linkedin.com/groups/4302213>)

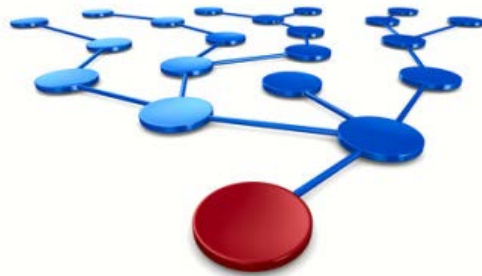
We can help you start turning your networking plan into a reality with the Law Dawg Career Connect program.

- CDO will connect students to practicing attorneys (alumni/alumnae and others) based on interests
- You indicate items of interest (geography, practice specialty, type of employer, type of clients, etc.).
- You specify who will be in the group, and specify dates and times they will be available.
- CDO will set up the meeting – either in person or remotely from the CDO Conference Room.

The purpose of these meetings is to provide initial contacts with attorneys, to form career discussions as well as potential referrals and follow up.

Details are on the following application form.

Questions? Contact Beth Shackleford at profdev@uga.edu.



Applications must include the following:

1. A brief statement of purpose that answers the following questions:
 - What practice area/discipline you are interested in
 - Why this area interests your group
2. What your group hopes to gain from this experience
3. A list of at least 10 questions or 10 topics that you would like to discuss
4. A list of all students that would attend and their emails and phone numbers, NOT to exceed five students
5. At least three dates with 3-hour blocks that work for all students listed on the proposal (students should not miss class to attend a trip)

Review the application below to prepare, then submit online at <https://portal.law.uga.edu/law-dawg-career-connect>.

You are probably familiar with the old “Six Degrees of Kevin Bacon” game, where any actor in any film, ever, can be linked to Kevin Bacon in six steps or less. The point is that the world is a whole lot smaller and more connected than we think.

Putting together a Kevin Bacon List is really powerful, even though it can seem so simple, but to get the benefit you have to actually fill it in.

1. Make a list with five columns, labeled “Who I Know,” “What They Do and Where,” “Who I Want to Know,” “What They Do” and “Notes.” You can use whatever program you like, but we prefer Excel because you can sort it or add other columns later.
2. In the first column, “Who I Know,” list out everyone you know. This means that person from fifth grade who you friended on Facebook, even if you maybe send them one message a year.
3. In the second column, list out their job title and location. Shorthand is fine here, like Lawyer/Georgia or Teacher/NYC.
4. In the third column, make a list of who you aspire to know. An actual person, like the head of a practice group at a firm, is best, but even a title is fine if you don’t know a person’s name.
5. In the fourth column, list out what the folks who you want to know do.
6. The fifth column is just for you to keep notes as you find info or learn something.

Now the trick is to think about the people in column one, which will grow as you meet more people, and the people in column three, and think about how they might be connected. Look for patterns, shared interests and so on. In this example, the student knows someone at a firm where there are both a partner and an associate the student wants to know. The student also knows a grad student at UGA whose uncle is a partner at a firm that she wants to know. Even if you don’t see the connections now, getting it down on paper will put you in a position to recognize connections as they emerge. When a friend mentions a name or firm or event, you will have a context for it and how it ties to others. Eventually you will start to find ways to connect with the folks in column three, and move them into column one.

Kevin Bacon Factoids

Well, if we are going to name the list after him, we ought to know something about him...



The Oracle of Bacon is a site dedicated to identifying the links between Kevin Bacon and all others, check it out at <https://oracleofbacon.org/>. Apparently Kevin Bacon was “horrified” by the game at first, but has now embraced it, see <http://www.cnn.com/2014/03/08/tech/web/kevin-bacon-six-degrees-sxsw/>.

Kevin Bacon's credits include *Animal House* (1978), *Diner* (1982), *Footloose* (1984), *Tremors* (1990), *A Few Good Men* (1992), *Apollo 13* (1995), *Frost/Nixon* (2008), and *X-Men: First Class* (2011).

Bacon was born in Philly, where his mom taught elementary school and his dad was an architect. He was one of six siblings, and one brother, Michael, is a member of the eponymously named band The Bacon Brothers along with Kevin (see <http://www.baconbros.com/>).

DEALING WITH GRADES THAT WERE NOT WHAT YOU HOPED.

RECOGNIZE THE CHALLENGE, THEN WORK THE PROBLEM

Example? They care about the work you have done in practice. The key is to be resilient, knowing that the grades may affect your choices now and at graduation, but they do not dictate your career and the options you will have as you gain experience and build a reputation. For starters, don't hide from your grades. You don't need to share them with your classmates, but you want to tap into the resources the school has to offer from academic support to CDO and beyond.

ACADEMICS – SUCCEEDING IN LAW SCHOOL

The first step is thinking about what did and didn't work for you, and then changing your approach in a way that incorporates new strategies while improving on the ones you keep. The old cliché is true; success in law school is really about “working smarter” and not just “working harder.” For example, some people find being part of a study group helps to drive them to study longer and in a more focused way. For others, study aids can make all the difference, from commercial outlines to study guides, and from flash cards to hornbooks. In all cases, a little expert advice and guidance at the start can make all the difference.

The place to start? Professor Allison Hale runs the Law School's Academic Enhancement Program (AEP) and she is our resident expert on how you become a stronger law student academically. If you are struggling with classes, unsure of which study technique you should try, puzzled why you did well in one exam but not another, or can't figure out why you bombed the exam you were sure you were going to ace, then she is the perfect person to go and see. Professor Hale has a wealth of advice and tools to assist you, and she is also really smart and really nice. Send her an email at ahale@uga.edu and let her help you put together a strategy for success.

AEP conducts a series of workshops scheduled to coincide with the times students are likely to have concerns about particular topics. Workshops target skills that cut across the curriculum, such as how to prepare for and manage classes, how to outline and create review materials, and how to successfully prepare for and take exams. You may have attended some of these as a 1L, and you are welcome to attend during 2L and 3L years to refresh.

Information about the Academic Enhancement Program can be found on the law school's website: <https://www.law.uga.edu/academic-enhancement-program-aep>

CAREERS – FINDING A GREAT GIG, NO MATTER YOUR GRADES AND BEYOND OCI.

Like we said above, grades may affect where you start your career, but they do not decide where you finish. So while improving your grades matters, you also need to embrace where you

are academically and put a plan together for what to do next. If this seems like a huge question, it is—but it is also one that is probably a lot easier to work through than you imagine. The first thing is to come see us in CDO so we can set a time to meet and figure out where you are and where you want to go. You should also look at the Developing a Career Strategy section below, where we walk you through a step-by-step approach to developing a plan.

While some firms, especially the bigger ones, may limit applicants to the top 25% of the class, they do not represent a majority of OCI employers. It's also essential to remember that only 10% to 15% of all jobs come through OCI, meaning that 85% to 90% of jobs are found in some other way. So apply for OCIs, but don't stop there. Now is the time to take advantage of all the other ways to find the position you really want. Best of all, the time you spend exploring options and meeting people helps build the network of connections you need for success, no matter where you ultimately launch your career.

**Remember, 85% to 90% of jobs
don't come through OCI.**

PERSONAL AND PROFESSIONAL INTERESTS – WHAT YOU WANT TO DO AND WHY!

Maybe you always knew what you wanted to do after law school. Maybe you had no idea when you came to the law school for the first day of classes. In either case, there is a really good chance that you have changed your mind. The start of your second year is a good time to pause for a moment and think about what you have learned, what motivates you and where you want to go. Whatever brought you to law school, no matter your grades and regardless of what you want to do, there is probably a way to get there. The route may just be a little less direct than you imagined.

Below are some tools to help you think this through, plus our career counselors, along with the rest of the CDO staff and the law school faculty, are here to help.

1. Take five minutes and picture yourself 20 years from now, in the heart of your career. Don't worry about the job title yet, just picture your typical day and what you do and ask a few broad questions like: What are you wearing at work? Do you see yourself in an airport or hotel most of the time, or commuting from home to an office? Do you office from home? What time does your day start and end, or does it? Do you see yourself spending your off hours with your colleagues from the office, with your family, or maybe playing in a band?
2. Okay, with that image in your mind, let's think about what motivates you. Remember, there are no right or wrong answers, so trust yourself. Look at the list and rank them by saying, "The most important thing to me is..."
 - Geography – the community or region I will live in. If this in a priority, can you identify the specific place, like Atlanta or Washington, DC or south Georgia? If it is not that specific, then is there a region, like the Southeast or the West Coast?
 - Work/Life Balance – a balance between my time spent working and my personal time with friends or family. If this is a priority, then think about what that balance looks like. How many hours a week do you see spending working versus doing the other things that matter to you, like coaching your kid's soccer team, playing competitive tennis or learning tai chi?
 - Career Field – the field that I practice/work within. If this is your priority, what is the law practice or other career field that drives you? Maybe it's commercial litigation or prosecution, maybe it's M&A or tax. Maybe it is sports management, business consulting, politics or international relations.
 - Cause – serving the cause I believe in. If this is your priority, what is that cause? The way to distinguish this from Career Field is that if you are Cause-oriented, the actual title/role you play is secondary to the mission. Maybe you are committed to a needy population, like the homeless or veterans. Maybe your calling is in the arts or healthcare for the poor. In any case, the Cause is more

important than your title, and you are as content to serve the Cause by becoming an executive director or policy researcher as by practicing law in the traditional sense.

- Culture – the organizational culture I work in and how I interact with colleagues. Do you envision working on your own or collaborating with others? Do you like having autonomy or are you the kind of person that needs a clear set of directives coming from a well-established hierarchy? Is your ideal environment a little more raucous or do you prefer a quieter office? Understanding the environment and social structure of your ideal working environment will help you identify a culture that enables you to succeed professionally and personally.
3. Now you need to order the priorities. The key here is to make a choice about which is first, then second, then third and so on. Think hard about the ranking but trust your gut. Once you know your priorities, it makes the rest of your planning a whole lot easier. You should also keep in mind that just because one priority is ranked higher than another, it doesn't mean you ignore the lower one. Instead, think of this as a framework you can use to answer the more specific questions about what to do now, where to invest your time and efforts this fall, this year, and beyond.

THE PLAN – MAKING AND EXECUTING A PLAN TO GET YOU WHERE YOU WANT TO BE!

Time to take all this thinking and turn it into a plan you can act on. The first step is probably setting up a meeting with a CDO counselor, if you haven't already. We can help you work through the strategy development part, putting together the plan and then executing it. Now take a look at your priorities. What did you rank first? Write it down below. Underneath, you want to make a list that defines what that priority means

For example, if your first priority is Geography and your second is Career Field, your list might this:

Priority 1 – Geography

1. Metro Atlanta
2. Savannah
3. NW Georgia

Priority 2 – Career Field

1. Labor Law
2. Commercial Lit
3. General Lit
4. Insurance Defense
5. Family Law



Now we know where to look, and what to look for: attorneys in metro Atlanta who practice labor law. You can refine that further adding your analysis of the other priority areas, and even adding in new ones. The point is to rank them so you know what you want to focus on first.

Ok, here is the hard part. You need to look in Atlanta for firms with labor law practices and the lawyers who are in those practices, listing out the first 10 of those lawyers you want to meet. When you are thinking about who makes the list, look at big and small firms, boutiques and shops with a general practice that includes labor law. Don't avoid someone because you think their firm would not consider you, but don't ignore smaller or less well-known firms. Also, while the senior partner in charge may be a good choice, there may be a good reason to meet with the third-year associate instead. Pick the one you think you can connect with and who has the greatest value over time.

No matter how you order your priorities, the same basic process applies. It will help you get a clear picture of what you want and what matters to you most. This will let you focus on executing your plan in the most efficient and effective way possible. Also, this does not mean you ignore things that come your way unexpectedly. If there is an opportunity that you see come available that you think might be of interest, you can use this framework to consider it and decide if you want to go after it.

EXECUTING THE PLAN – TRANSLATING YOUR PLAN INTO ACTION.

Ok, we are almost there!! Put the top 10 list into a spreadsheet so you can track your progress, the employer's name, contact info, address, date contacted, date followed up and any notes.

Now you send a letter asking for an informational interview (think a meeting over coffee or lunch) to #1 and #2 on this list, along with your resume. The letter emphasizes that you are asking for an informational interview, not a job, and in the last paragraph you are promising to call them in a week to follow up. There is an example at the end of this section.

In a week, as you promised, you're going to call the folks you sent letters to the week before with the goal of setting up a meeting over coffee in or near their office. Then you add two new names to the list, and send letters to #3 and #4. Then you repeat the process each week. Even if you took ten weeks off for vacation and finals, you will have still managed to reach out to more than 80 people—an amazing result for a very small commitment of time and effort.

When you meet with them, ask about them, what they do, how they got there, why they chose their firm or practice area or industry, or what they wish they had known on day one that would have helped them. If you meet them at their office, make sure you thank them and are incredibly polite to the staff, including the receptionist. If you are in their personal office, look around and see what it might say about them, what mementos they have and where it might indicate a common interest or something worth asking about. And after the meeting, be it on the phone or in person, send them a brief thank you note.

Even if you ultimately find your job in some other way, you have established a network of some of the top folks who do what you want to do, some of whom will doubtless become important mentors and contacts in practice. Put simply, you have already made the kinds of connections most third- and fourth-year lawyers are still struggling to put together.

SAMPLE LETTER

1234 West Broad St.
Athens, GA 30606
706-555-1212
lawstudent@uga.edu

Mr. Vincent Gambini
Law Offices of Vincent Gambini, Esq.
123 Main Street.
Brooklyn, NY

Dear Mr. Gambini:

Judge Malloy speaks highly of you and recommended that I contact you. Defending the accused in court is what drew me to law school. I hope that I can have a career such as yours. It is for this reason I write to ask if we could meet so that I can learn from your experience as I prepare for my 2L summer and beyond.

Serving in a judicial externship with Judge Malloy this past summer afforded me an incredible view into the court and into the experience of those charged with a crime. I learned about procedures and strategy from watching both sides argue their cases, and enjoyed observing the judge's reasoning as decisions were made. I would appreciate getting your insights from the perspective of a successful criminal defense and trial lawyer.

Thank you for your time and consideration. I know how busy you must be, but I am certain the chance to meet with you would be invaluable. Please do not hesitate to contact me with any questions for considerations at lawstudent@uga.edu or 706-555-1212. I look forward to speaking with you soon and I will call in a week to confirm you have received this letter, and to see if we might schedule a time to meet.

Sincerely,



Aspiring T. Lawyer
Second-Year Law Student, The University of Georgia School of Law

CAREER GUIDANCE EVENTS

Here is a preliminary schedule of career advice programs already planned for fall semester. Watch your email and the CDO newsletters to keep up with additional events. And, if you are involved in a student organization and would like support for your career event, contact Beth Shackelford.

PROGRAM	DATE	TIME	LOCATION	FOR
OCI Preparation: Mock Interviews	8/6/18	All day	Schedule in Symplicity	2Ls & 3Ls
Handling Callbacks	8/9/18	12:40-1:20 pm	F	2Ls & 3Ls
Government & Public Interest Strategies & Deadlines	8/16/18	12 noon	F	2Ls & 3Ls
Class of 2019 Meeting	8/23/18	12 noon	Walker	3Ls & LLMs
Equal Justice Works: Learn About the Nation's Leading Public Interest Career Fair	9/6/18	12 noon	F	All law students
JD Advantage Careers	9/12/18	12 noon	F	2Ls & 3Ls
Should I Clerk? Career Advantages to Federal Judicial Clerkships	9/19/18	12 noon	TBD	2Ls
Advice from 3Ls: OCI is Slowing Down, Now What?	9/27/18	12 noon	F	2Ls
Public Interest Career Event at Bondurant, Mixson, and Elmore	9/27/18	6-8 pm	*Atlanta	All law students
Advice from Recent Graduates: How I Got My Job (and It Was Not from OCI)	10/5/18	12 noon	B	3Ls & LLMs
Connect with the Georgia Bar Young Lawyers Division	10/5/18	12 noon	TBD	All law students
Career Day: Employer Table Talk and Reception	10/5/18	2:30-5:00 pm	1st Floor	All law students
Starting on the Family Law Career Path	10/11/18	12 noon	F	All law students
Bar Exam Character & Fitness: What You Need to Know	10/18/18	12 noon	F	3Ls & LLMs
Lawyers For Equal Justice	10/24/18	12 noon	CDO Conf Rm	3Ls
Nuts & Bolts of Federal Judicial Clerkship Applications	11/8/18	12 noon	F	2Ls
Judicial Clerkship Job Fair: Orientation and Application Guidance	11/15/18	12 noon	F	3Ls
Georgia Law Alumni/Student Business Law Speed Networking and Reception	10/11/18	Early evening	*Atlanta	All law students
Speed Networking & Reception for 3Ls and Recent Graduates	11/7/18	Early evening	*Atlanta	3Ls & Recent Graduates

**Transportation provided to events in Atlanta*

5 REASONS TO VISIT CDO TODAY!

TIME IS YOUR FRIEND, UNTIL IT'S NOT.

You need to get started in your search now. What you may think of as waiting a week or two, we think of as losing a week or two. We know the end of the school year, much less graduation, seems incredibly far way, but it is not. While we want you to focus on classes and studying, we also want you to come see us today. And while sooner is WAY better, if you suddenly realize it's May and you don't have a plan for summer and never came to see us, we are not mad at you and will not hold Time is against you, we promise!

YOU DON'T NEED TO KNOW THE RIGHT QUESTION, MUCH LESS THE ANSWER.

Lots of students don't come into CDO or go to see their faculty because they don't know what to ask, how to express what they are feeling, or they feel their question is too small or silly. If this is you, then you MUST come in and see us. Between the staff in CDO, there is more than a century of combined, including knowing a lot of the questions worth asking and how to help you figure out the ones you didn't even know you wanted to ask yourself.

EXPERIENCE ECLIPSES GRADES QUICKLY.

Remember the story about our alum who's now the managing partner of the same firm that rejected him when he applied to work there after school? You would be surprised how many alumni have told us the same tale of their career success. We're not saying it's easy, but if you are serious and committed to a particular career you can make it happen. We may be looking for a side door instead of the front door, charting a path that takes you in another direction now but that you can bend back toward the gig you had always envisioned.

DON'T IGNORE THE OPPORTUNITY YOU NEVER KNEW YOU WANTED.

In other words, while you want to focus your efforts, be willing to be surprised by a gig that at first glance seems totally wrong, not what you wanted and in an industry you know nothing about. It might turn out that your thinking is driven by never having been exposed to that kind of career option.

WHAT YOU THINK YOU WANT AND WHAT YOU REALLY WANT MAY BE TOTALLY DIFFERENT THINGS.

The majority of your classmates going to large firms will not be there five years after graduation. Most will leave because they want a better work/life balance, they see they can charge their clients less and make more money by joining a small firm, they decide to go in-house or they decide to apply what they have learned in a whole new way beyond traditional law practice.

A FINAL BIT OF ADVICE AND A DISTRACTION

Still feeling way too stressed to deal with any of these issues? Breathe. No joke, if you pause and just spend a few moments being self-aware, I bet you'll find that you're not really considering one thing before engaging the next, offering too little attention to either. So, stop. Plant your feet on the floor and breathe in deeply three times.

Georgia Law Word Search

What's the point of law school without a competition?

Find:

CIVIL PROCEDURE
CON LAW
CASEBOOK
CAVEAT EMPTOR
MENS RAE
LEARNED HAND
MOOT COURT
NO MORE PIZZA
DONT CALL ON ME
TREATISE
SERIAL SETS
BLUE BOOK
TORTS
OFFER
ACCEPTANCE
CONSIDERATION
CAUSE OF ACTION
DEFENSE

H	Y	N	R	H	C	Z	A	X	Z	B	E	E	X	U	O	A	Z	I	J	S	H	R	O	V	N	K	A	F	
A	N	Y	O	C	R	S	D	H	W	A	A	Y	G	P	J	C	W	P	F	F	T	O	E	E	Z	U	C	E	Z
Y	G	K	M	B	A	Y	E	I	D	T	R	C	J	T	O	R	T	S	P	H	T	P	T	W	U	I	D	B	W
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M	B	E	E	E	Z	G	T	A	T	I	I	Y	S	J	P	G	F	J	P	T	W	L	M	K	L	H	K	P	T
U	Z	X	P	N	M	G	S	U	T	N	K	P	P	I	V	T	O	F	N	A	A	L	H	W	R	O	N	S	V
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I	G	B	F	H	O	Z	Q	S	Q	R	L	O	Z	O	S	M	E	N	S	R	A	E	Q	Y	G	S	N	S	X
J	E	Y	W	J	U	D	W	Z	I	F	I	Q	H	X	R	Q	L	S	I	C	B	C	L	U	C	W	N	I	O
D	Y	C	U	D	R	K	L	F	W	I	G	E	J	E	X	R	K	K	Y	P	L	N	N	A	F	E	I	D	Z
B	E	V	I	X	T	S	E	E	K	N	A	U	S	J	Z	O	G	J	X	B	M	M	G	Q	F	N	I	E	W
J	L	Y	P	V	P	A	Y	Q	H	A	N	I	R	P	W	L	U	L	I	I	D	Y	U	E	U	X	A	R	B
R	N	U	M	K	I	G	A	C	R	L	T	E	A	D	B	L	X	D	E	W	H	M	D	T	F	I	H	A	M
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E	C	D	A	P	O	N	D	R	E	Y	X	B	T	C	D	G	Q	M	H	X	T	N	E	B	M	R	Y	O	L
E	Z	Z	G	E	P	O	T	B	O	K	Q	Z	C	T	T	B	A	L	O	P	N	O	E	R	Z	T	M	N	Q
A	Y	E	L	W	O	L	K	R	G	C	E	Q	H	N	O	O	M	L	L	P	D	P	I	D	R	Z	T	A	T
G	D	R	I	S	D	P	A	U	G	D	E	F	P	G	J	U	S	T	I	C	E	F	Z	O	H	W	B	Z	O
R	Y	D	T	P	Y	P	U	I	G	X	W	D	I	J	W	L	R	O	A	A	F	K	R	O	A	A	O	S	R
H	O	N	O	R	A	B	L	E	N	W	P	K	U	I	U	D	N	C	Y	A	I	F	O	L	F	Z	N	L	R
R	J	S	E	R	I	A	L	S	E	T	S	A	F	R	H	E	R	X	H	K	S	L	N	L	O	F	Q	D	A
G	Z	G	G	O	Y	E	B	V	U	S	I	Z	Z	N	E	R	U	V	I	Z	K	O	E	A	Z	E	E	K	N
R	X	C	W	I	J	S	S	R	Y	I	Z	F	C	A	U	S	E	O	F	A	C	T	I	O	N	W	X	R	C
A	P	E	V	C	W	F	N	E	R	M	A	I	F	X	E	P	U	B	N	I	G	H	T	Y	Z	W	A	V	E
L	T	L	U	R	O	K	R	Q	B	H	W	G	E	O	E	N	D	P	X	E	L	B	X	O	O	G	G	G	K

