



UNIVERSITY OF RICHMOND
School of Law™

**Career Development Office
2026-2027 Student Advisory Board Application**

Thank you for your interest in serving on the Career Development Office (CDO) Student Advisory Board. We seek a diverse group of students, representative of the student body, to serve on the Board. To be considered for membership, please **submit your completed application with a current resume to lawcareerdevelopment@richmond.edu** by 5:00 p.m. on Friday, March 20th.

Name Class

Email

1. Why do you want to serve on the CDO Student Advisory Board?

2. What would you contribute to the Board?

3. What are your personal career goals (i.e., type of employer, practice area(s) of interest, geographic areas of interest, etc.)?

4. Have you used CDO services and participated in CDO programs or events? If so, please provide specific examples (e.g., one-on-one advising, resume/cover letter review, mock interview, Interview Skills and/or Cover Letter Workshop, Career Conversations, Get the Scoop, Meet the Employers Night, etc.)? If not, why not?

5. What does the CDO do well?

6. What additional services do you believe the CDO should provide? How could the CDO engage more students consistently?

7. As a member of the Student Advisory Board, you will be encouraged to volunteer for a board liaison role including: Public Relations, Public Sector Careers and Judicial Clerkships, Emerging/JD Advantage Careers, and Advisory Board Selection (see details attached). Please list your top three choices, in order of preference, in the box below.

Your application to the Student Advisory Board indicates your commitment to fully engage with the CDO team by attending regularly scheduled board meetings, serving in a liaison role, and engaging in board activities over the 2026 - 2027 academic year. While we hope you will remain on the board for a second year, together we will evaluate your participation and schedule for 3L year before you commit to a second term.

Thank you for your interest in the CDO Student Advisory Board. Feel free to contact anyone in the CDO or a current member of the Student Advisory Board with questions about the application process.

Career Development Office Student Advisory Board Liaison Roles

- *Public Relations Liaison* – Promote CDO programs, events and resources. Solicit testimonials from students who have had positive experiences working with the CDO. Solicit advice about the employment search and career development from students and alumni. These quotes and testimonials will be used for publication in the *Career Advisor* and social media. Ensure that features represent the full range of interests, experiences, and perspectives in the student body.
- *Public Sector Careers Liaison* – Collaborate with the CDO to expand opportunities and resources available to students seeking a post-graduate career in the public sector.
- *Emerging/JD Advantage Careers Liaison* – Collaborate with the CDO to expand opportunities and resources available to students pursuing an emerging or JD Advantage career path.
- *Advisory Board Selection Liaison* – Promote the CDO Advisory Board. Encourage student applications to the board. Collaborate with the CDO team to develop a selection process that will yield a Board that is representative of the student body and excited about engaging with the office.