Career Development Office

1L Guide

2019 – 2020

http://law.richmond.edu/career
(804) 289-8638
lawcareerdevelopment@richmond.edu
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October 28, 2019

Dear Class of 2022:

Our goal in the Career Development Office is to partner with you to explore your goals and interests, evaluate legal practice areas and settings, develop your application materials, refine your personal presentation skills, and help you connect with prospective employers to secure summer and post-graduate employment.

Please take advantage of all we have to offer, including one-on-one advising, mock interviews, document reviews, networking opportunities, and programming.

We are here to help you achieve your goals and launch your career.

Sincerely,

Janet D. Hutchinson
Associate Dean for Career Development

Career Development Office
203 Richmond Way
University of Richmond, VA 23173
(804) 289-8638 Fax: (804) 287-6516

www.law.richmond.edu
About the CDO

Staff Bios and Contact Information

Janet D. Hutchinson, Associate Dean
Career Development
(804) 287-6427
janet.hutchinson@richmond.edu

Dean Janet Hutchinson manages the creation and delivery of a comprehensive career development program for Richmond Law students and alumni. Prior to joining the School of Law in 2012, she was the assistant dean for career services at Emory University School of Law in Atlanta. She also has served as the Attorney Recruiting and Development Manager for the Atlanta office of Paul, Hastings, Janofsky & Walker LLP, worked in Northwestern Law’s Center for Career Strategy & Advancement in Chicago, and practiced law in North Carolina’s Research Triangle Park. She is a former member of the board of directors for the National Association for Law Placement, a vice-chair of its 2019 Annual Education Conference, and the current vice-chair of its Nominating Committee. Dean Hutchinson received a B.A. in Journalism from Northwestern University in Evanston, Ill. and her J.D. from Duke University in Durham, N.C.

Aaron Campbell (L’09), Director
Public Sector Careers & Judicial Clerkships
(804) 287-6673
aaron.campbell@richmond.edu

Aaron Campbell is the primary advisor for students pursuing opportunities in government agencies and non-profit organizations. He also is the CDO expert on the judicial clerkship application process and works closely with the faculty clerkship committee. He previously worked for the Office of Attorney General of Virginia in the criminal appeals section. He clerked for the Honorable Lawrence L. Koontz, Jr., of the Supreme Court of Virginia after graduating from the School of Law in 2009.

Steve Grumm, Director
Emerging Careers & Employer Outreach
(804) 287-6553
sgrumm@richmond.edu

Steve Grumm advises students on emerging careers and other opportunities for which law graduates have not been the primary applicant pool traditionally. He also conducts outreach with related employers. A graduate of the Temple University Beasley School of Law, Steve has served as the Lancaster (PA) Bar Association’s executive director, and in roles with the American Bar Association’s Resource Center for Access to Justice Initiatives. He also has directed Public Service Initiatives for NALP and was a legal aid lawyer with Philadelphia VIP.
About the CDO

Staff Bios and Contact Information

Liz Jones (L’09), Director
Alumni Advising & Professional Development Programs
(804) 287-6426
ljones5@richmond.edu

Liz Jones advises recent graduates on all aspects of their career development. She also creates and delivers professional development programs. After graduating from the School of Law in 2009, Liz practiced law as a commercial litigation associate at Venable LLP in Washington, D.C. At Venable, Liz was actively involved in the firm’s summer associate program and related recruiting and hiring efforts.

Kym Osterbind
Recruiting Coordinator
(804) 289-8680
kosterbi@richmond.edu

Kym Osterbind serves as liaison between students and current and prospective employers, manages all aspects of the CDO’s recruitment programs, and oversees the career management software, including providing training sessions for students and assistance to employers. She is the Co-Chair of the New England Interview Program and has formerly held leadership roles with the Southeastern Minority Job Fair. Prior to her employment at the School of Law, Kym was employed as a paralegal in several law firms.

Dawn Siedlecki
Administrative Coordinator
(804) 289-8638
dsiedlec@richmond.edu

Dawn Siedlecki manages CDO office operations, including student appointments and communications, event planning, judicial clerkship letters of recommendation, the Summer Public Service Fellowship Program, vendor relationships, and budget reconciliation. Dawn is a former account executive for The Martin Agency. She received her Bachelor of Business Administration from Radford University.
About the CDO

Staff Bios and Contact Information

Carole Yeatts, Director
Professional Development Programs
(804) 289-8185
carole.yeatts@richmond.edu

Carole Yeatts advises students on a wide variety of career-related matters and conducts employer outreach. Prior to joining the School of Law in 2013, she coached lawyers and firms on issues related to business and professional development and client relations as founder of CYT Consulting LLC. She previously worked for the Virginia State Bar and the McCammon Group, and held positions in the marketing and professional development departments at Troutman Sanders. Carole received her undergraduate degree from the University of Richmond and her J.D. from the University of Virginia in Charlottesville, Va.
Scheduling Advising Appointments

The Career Development Office is open from 8:30 a.m. until 5:00 p.m., Monday through Friday, though individual team members may be in the office before or after these times. We also are open during fall, winter, and summer breaks, with the exception of designated University holidays (Thanksgiving; Christmas; New Years; Martin Luther King, Jr. Day; Memorial Day; Independence Day; and Labor Day).

We encourage you to meet with your career advisor early during fall semester in your first year and often throughout your remaining time at the School of Law to discuss your summer employment search and your ongoing career development.

To maximize your advising experience, you are paired with a designated career advisor. The continuity of the advising relationship will allow your advisor to get to know you and thoroughly understand your interests and goals. Each successive advising appointment will build on the prior one. Because the advising relationship is such an important one, please let Dean Hutchinson know at any time if you feel that another advisor would be a better fit for you.

You may schedule appointments via Symplicity, or by stopping by or calling the CDO at 804.289.8638. If an appointment is not available in the time frame within which you need to meet, contact your advisor via email.

While walk-ins are welcome if your advisor is available, by scheduling an appointment, you ensure that your advisor has reserved time specifically to meet and work with you and will be available when you arrive. As such, kindly let us know as soon as possible if you are unable to keep a scheduled appointment so that we may make that time available for someone else.
Working with the Career Development Office

Information Requests
Throughout your time at Richmond Law, we will contact you periodically requesting information about your career interests and plans. Specifically, we will ask you about your preferred practice locations, employment settings, and practice areas. We also will request details about your summer and post-graduate employment. By providing complete information in a timely manner, you assist us in evaluating the effectiveness and sufficiency of our programs and services. Further, you assist the School of Law in gathering the data it is required to report to the American Bar Association, our accrediting agency.

Feedback on our Programs and Services
Your ideas and suggestions assist us in serving you better. We collect formal feedback at the end of each of our programs. In addition to completing program evaluations, please know that you may share your feedback with your career advisor or the associate dean at any time, and we hope you will do so. It can be helpful for us and for you to engage in a dialogue about the career-related issues on your mind. You also should feel free to connect with the members of our Student Advisory Board or to leave your kudos or constructive feedback in the suggestion box outside our suite.

CDO Contacts
Though your advisor will be your primary liaison in the office, you may find it useful to understand how you might interact with other members of the CDO Team.

Dean Hutchinson
- CDO policies and procedures;
- Advisor reassignment;
- General feedback.

Dawn Siedlecki:
See Dawn with questions about:
- Scheduling an appointment with your advisor;
- Program dates and times;
- Program RSVPs;
- Judicial clerkship recommendation letters; and
- The Career Advisor weekly newsletter.

Kym Osterbind:
See Kym with questions about:
- Symplicity;
- On-Campus Interview Program and job fair processes, procedures and logistics; and
- Job postings.

Aaron Campbell
See Aaron with questions about:
- Government employment;
- Non-profit organizations;
- Judge Advocate General’s Corps;
- Judicial internships; and
- Post-graduate judicial clerkships.

Steve Grumm
See Steve with questions about:
- Emerging careers; and
- Employer outreach and development efforts with related employers.
**Liz Jones:**
See Liz with questions about:
- Alumni services;
- Mock Interviews; and
- Professional development program topics.

**Carole Yeatts:**
See Carole with questions about:
- Employment at law firms of all sizes; and
- Employer outreach and development efforts.
1L Career Development Timeline

October

- Attend your scheduled one-on-one appointment with your career advisor (starting October 1). Work with your advisor to develop a search strategy for summer and post-graduate employment.
- Begin thinking about what type of attorney or other professional you want to be and the type of work settings you might enjoy. Begin to identify your career goals and employment skills.
- Begin thinking about where you want to live and work during summer breaks and after graduation. Think broadly about geographic locations of choice, including areas where you have connections, or where there is a robust legal practice but fewer recent law graduates.
- Start building an employment search network tracking document that identifies relatives, friends, teachers, attorneys, alumni, business associates, and other acquaintances who may help you learn more about legal employment opportunities. Communicate with your contacts about the start of your law school career and any summer or future employment goals.
- Begin to review 1L employment listings via Symplicity.
- Become familiar with the various career-related resources available online (e.g., Martindale Hubbell, NALP Directory, PSJD, Government Honors Internships Handbook). Research and identify legal employers that hire 1Ls in your preferred geographic and practice areas.
- Review the program timeline for the Summer Public Service Fellowship and listen to the Fellowship Info Session webinar.
- Attend Summer Judicial Internships to learn about these summer positions and how to obtain them.

November

- Attend Maximizing Symplicity training to learn how to take advantage of the features of the Symplicity system.
- Attend the CDO’s annual Speed Networking Reception, with attorneys from various practice areas.
- Attend Exploring the Role of In-House Counsel to hear from in-house attorneys about their practice and career path.
- Incorporate advisor feedback to finalize your resume and upload it to Symplicity.
- Begin researching law firms as well as public interest, government, business, and other employers. Create a target employer list.
- In Symplicity, review summer employment evaluations completed by students who previously interned at target employers.
- Draft cover letters for various types of employers and employment settings and work with your advisor to refine them.
- Become a student member of bar associations and legal interest groups in your geographic areas of interest.
- Conduct a videotaped mock interview in the CDO if you plan to interview over winter break.
- Line up references from law school faculty and previous employers.

December

- Submit resumes and cover letters if seeking summer positions with large law firms, federal judges, or other employers interested in receiving resumes at this time. Initiate contact with other legal employers you have identified about summer employment. Organize this information so you will have a record of your contacts, and schedule regular follow up with those contacts.
- Set up informational interviews during semester break with individuals in your employment search network. If you need assistance with expanding your list of contacts, talk with your career advisor.
- Arrange an attorney shadowing opportunity over winter break to observe a legal office.
**Winter Break**

- Conduct informational interviews in a variety of legal/alternative settings to explore opportunities and expand your professional network.
- Research and identify via Symplicity employers of interest who are coming on campus to hire 1Ls through the Government & Public Interest Interview Program (GPIIP) and the Spring On-Campus Interview Program (Spring OCI). Submit your resume and other application documents to your career advisor for review by Jan. 10 before application deadlines.
- Attend employer receptions or bar association holiday parties in your preferred geographic location, if applicable.

**January**

- Attend Maximizing Symplicity training to learn how to take advantage of the features of the Symplicity system.
- Attend Interview Skills Workshop to learn tips and best practices for screening and callback interviews.
- Attend Think Like a Professional: Navigating Ethical Minefields in the Employment Search to learn best practices regarding networking, applying for employment and accepting interviews and offers.
- Participate in the Alumni Mock Interview Program to practice your interview skills with an alum.
- Apply for GPIIP via CLSC Symplicity.
- Submit an application for the Association of Corporate Counsel National Capital Region Corporate Scholars Program (mid-January). To learn more about the scholarship awards and experiential learning opportunities in the legal departments of regional companies and organizations, visit the program website.
- Apply for Spring OCI via Symplicity (first session deadline mid-January).
- Meet again with your career advisor to update your employment search strategy and application documents.
- Update resume to include grades (if desired) and send to employers to whom you have applied previously. Update network tracking document.
- Mail resumes and cover letters to small and mid-size law firms, banks, and corporations with legal staffs, legal publishers, associations, government agencies, and public interest employers for summer employment. (Note: Many of these employers hire 1Ls as volunteers.)
- Attend Get the Scoop on GPIIP to join 2Ls and 3Ls before GPIIP for tips on the interview program.

**February**

- Attend Government & Public Interest Interview Program Overview to pick up your GPIIP schedule and learn about the program format and follow-up process.
- Attend the Equal Justice Works Information Session to learn about EJW programming, opportunities, resources and funding in pursuing a public interest career.
- If invited for interviews, participate in the Government & Public Interest Interview Program (GPIIP) (Feb. 7).
- If invited for interviews, participate in spring OCI (early February through early March).
- Apply for summer clinical placements through Professor Margaret Ivey.
- Schedule out-of-town interviews (including informational interviews) for spring break.
- Report interviews and summer employment offers to your career advisor.
- Reach out to law professors whom you have an interest in assisting with legal research and writing this summer about the availability of research assistant positions.

**March**

- Attend Southeastern Minority Job Fair (SEMJF) Information Session to learn more about job fair.
- Attend ACC-NCR Information Session if you are selected to interview.
• Collaborate with your career advisor to fine-tune your spring break employment search plans. Conduct self-initiated employment and informational interviews during spring break.
• Pre-register for the 2019 Loyola Patent Law Interview Program (early March).
• If interested, apply for a position on the CDO Advisory Board.
• Continue to contact smaller law firms, corporations with small legal staffs, government agencies and public interest organizations. Also, contact state court judges about intern positions.
• Submit applications for summer fellowship grants from public interest groups, such as the Equal Justice Works Summer Corps Program.
• Participate in competitions for moot court, mock trial, and law journals.

April

• Attend Think Like a Professional: Summer Success programs to hear tips from employers and students on making the most of your summer internship experience.
• Attend Alumni Judicial Reception to meet judges and current and former judicial clerks who are Richmond Law alumni.
• Meet with your career advisor to review summer and fall recruiting opportunities. Be mindful that job fairs and fall OCI begin in July and August with summer application deadlines.
• Participate in competitions for moot court, mock trial, and law journals.
• Report summer employment to your career advisor if you have not done so already.
• Continue to check Symplicity for employment if you do not have a full summer lined up.
• Pre-register for the Southeastern Minority Job Fair (mid-April).
• Attend Student and Firm Perspectives on OCI to prepare for 2L summer recruiting.

May

• If you intend to request a Summer Public Service Fellowship for your 1L summer, submit your application and required attachments (by mid-May).
• Report summer employment to your career advisor if you have not done so already.
• Continue to check Symplicity for employment if you do not have a full summer lined up.
• Comply with deadline to submit your Summer Public Service Fellowship Application and required attachments (mid-May).
• Student application deadline for Loyola Patent Law Interview Program (early May), Southeastern Intellectual Property Job Fair (early May), and Southeastern Minority Job Fair (late May).

June

• Do legal work this summer! This may include working with a law firm or at a public sector organization, volunteering with a judge, researching for a professor, etc. Remember to be professional and treat the position as a summer-long interview.
• Continue to check Symplicity for summer employment. Many employers contact the CDO after the end of the school year. Let employers, especially smaller firms and state government agencies, know you are available for part-time and/or summer employment immediately.
• Meet as many people as you can to expand your network, talk about career options, and assess your own interests. Update your employment search network tracking document.
• Review summer emails from the CDO for employment opportunities and application deadlines.
• In Symplicity, review and research employers registered for the fall On-Campus Interview Program (OCI) (starting early June).
• Submit an updated resume draft and cover letters drafts for review to your career advisor by late June for comment and edits before OCI deadline.
July

• Begin the search for employment after your 2L year! Continue thinking about what type of attorney you want to be and the type of work settings you might enjoy. Identify your career goals and employment skills.
• Continue thinking about where you want to live and work during summer breaks and after graduation. Think broadly about geographic preferences including areas where you have connections, or where there is a robust legal practice but fewer recent law graduates.
• Continue building and updating your employment search network tracking document that identifies relatives, friends, teachers, attorneys, alumni, business associates, and other acquaintances you can contact to learn more about employment opportunities. Communicate with your contacts about your law school career and any summer/future employment goals. Meet as many people as you can to expand your network, talk about career options, and assess your own interests.
• If you want to interview with employers in cities where you are spending your first-year summer, or you will travel to a city where you want to work next summer, send a resume and cover letter in July to request a preliminary interview before you return to school.
• Use various career-related resources available online (e.g., Martindale Hubbell, NALP Directory, PSJD, Government Honors & Internships Handbook) to research and identify legal employers that hire 2Ls in your preferred geographic and practice areas.
• Meet with your career advisor in person or by phone for resume review and employment search advising.
• Research, identify, and contact employers who are not interviewing on campus.
• Apply for 2L summer positions via summer job fairs and large law firm postings in early July. Submit bids for OCI interviews starting mid-July.

August

• Line up references from law school faculty and previous employers.
• Research, identify, and contact employers who are not interviewing on campus.
• Update your employment search network tracking document. Communicate with your contacts about your law school career and any summer/future employment goals.
• Watch application deadlines for OCI and resume collections.
• Consider applying to U.S. Department of Justice (deadline mid-September).
• Explore local part-time employment opportunities during the semester.
Introduction
During the summer following your first year of law school, your goals should be to explore career options and further develop your legal knowledge. This is a great opportunity to learn more about your interests and how they relate to various areas of legal practice. Then, by your second summer, you should begin to tailor your experiences toward your post-graduate employment goals. Your 2L summer is an important time to increase your substantive knowledge and demonstrate your interest in or commitment to a particular kind of work. For these reasons, it is important that you approach your summer and post-graduate employment searches thoughtfully.

The summary below provides general information about the summer and post-graduate employment process for a variety of employers. This information is designed to help you as you begin to plan your 1L summer employment search. Schedule an appointment to meet with your career advisor to discuss these practices further and develop your search strategy. A multi-pronged search, incorporating formal recruitment programs, job postings, and unsolicited applications and networking efforts significantly increases your likelihood for success.

Large Law Firms
Large law firms, defined for purposes of this Guide as those firms employing 100+ attorneys, infrequently hire 1Ls for the summer. These firms rely almost exclusively on their 2L summer associate programs as the primary means for hiring entry-level attorneys. Typically, these firms interview second-year law students in the summer and early fall (defined as July and August) following their 1L year for summer associate positions the following summer. Offers of post-graduate employment are made at the conclusion of the 2L summer. In most circumstances, large law firms do not interview third-year students for post-graduate employment. Thus, if you want to work at a large law firm immediately after graduation, it is important to secure a position with one during your 2L summer. Later in your career, there may be other opportunities to join these firms after gaining some practice experience or after a judicial clerkship.

Large law firms are among the most grade-conscious of legal employers. Strong academic credentials are highly valued in summer and post-graduate candidates. Further, many large law firms expect their 2L candidates to participate on a journal.

We expect a couple of large firms in Virginia to participate in Spring OCI beginning in late January 2020. If you are committed to pursuing large law firm opportunities, it is important that you submit direct applications to law firms in which you have an interest, especially those in other regions. Look for law firm job postings starting in December, and send your application materials directly to the firms as soon as grades are released in early January. The NALP Directory is a good resource for learning more about and directing applications to large law firms.

During summer 2019, 3.5% of the class of 2020 secured employment in law firms of 100+ attorneys.

Small and Mid-Size Law Firms
The majority of attorneys in private practice work in small (fewer than 50 attorneys) and mid-size (50 to 100 attorney) law firms. In fact, according to the American Bar Association, more than 60% of attorneys work in small firms. With few exceptions, small law firms hire on an as-needed basis in the same manner as most other employers. Relatively few participate in OCI. If they hire, small and mid-sized firms will seek summer associates during the spring semester of each year and entry-level attorneys following graduation and the release of bar exam results. Some will advertise opportunities, while others will rely on unsolicited applications or their referral networks to identify new talent.
Though small and mid-size firms cannot always make post-graduate hiring decisions following summer employment, developing a relationship with a small firm of interest and developing related practice area expertise through your summer work, clinical placements, and pro bono work will increase your chances of landing post-graduate employment.

Personality fit, practice-area-specific knowledge, and geographic ties (key to successful client development) are among the most important factors to small and mid-size law firms when making hiring decisions.

A few small and mid-size law firms will visit campus, but they primarily are interested in second-year candidates for the summer and third-year students for post-graduate opportunities.

For additional information about applying to small and mid-size law firms, review *Choosing Small, Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market* by Donna Gerson (available in the CDO resource library). Also, Martindale-Hubbell is a good, though not comprehensive, resource for identifying law firms in various geographic areas and with certain practices, as well as those firms with University of Richmond law school and college alumni.

During summer 2019, 13% of the positions secured by Richmond Law’s class of 2021 were at small and mid-size law firms.

**Government Agencies and Public Interest Organizations**

Public sector attorneys work in a variety of practice areas. Summer opportunities abound; however, competition for entry-level attorney positions can be high, and most organizations do not hire until after the release of bar exam results.

*Government agencies and public interest organizations do limited hiring through OCI and job fairs, and they rely heavily on job postings and unsolicited applications.* During the spring semester, Richmond Law hosts the Commonwealth Law School Consortium Government & Public Interest Interview Program (GPIIP), a consortia program in which Richmond Law students participate with students from the law schools of Washington & Lee and William & Mary. In February 2019, 88 employers registered to participate in this program.

The [Government Honors & Internship Handbook](https://www.richmond.edu/cdo/docs/Handbook/Government-Honors-Internship-Handbook.pdf) provides information about summer (and post-graduate) positions, primarily with the federal government, and [PSJD](https://www.psjd.com/) provides both job postings and a database in which you can search for public interest organizations by issue and geographic area.

Summer internships in the public sector often are unpaid. Through the [Summer Public Service Fellowship Program](https://www.richmond.edu/cdo/alumni/summerpublicservicefellowshipprogram.html), Richmond Law provides financial support to students working in unpaid positions in the public sector.

**Equal Justice Works Conference & Career Fair**

You may apply for interviews through the Equal Justice Works Conference & Career Fair, the largest national public interest career fair in the country, which is held each October in the DC metropolitan area.

During summer 2019, 37.5% of the class of 2021 worked in the public sector.

**Judiciary**

State and federal court judges hire students as judicial interns for summer work and graduates as judicial clerks for a period of one or two years. Judicial internships and clerkships provide the opportunity to get an inside view of the litigation process.

*Judges typically hire judicial interns based on unsolicited applications.* First-year students pursue these opportunities more frequently than second-year students. If you are pursuing opportunities with federal judges for the summer outside of Virginia, send your applications as soon after December 1 as possible and then supplement once grades are released. If you are applying to federal judges in Virginia, please follow
instructions in Symplicity job postings, and be prepared to submit applications around January 1. State court judges typically accept applications later in the spring semester, starting in February. Increasingly, judicial internships are a gateway to post-graduate judicial clerkships. Post-graduate judicial clerkships are highly selective, though this varies based on the court and geographic location. Some judges may begin accepting applications as early as the summer following your 1L year, while others will hire during the fall semester of your 3L year.

In summer 2019, 35% of the class of 2021 interned for federal and state judges.

**Academic Positions**

Summer positions in academia (primarily research assistantships) are a very popular option as they can provide an excellent opportunity to hone your research and writing skills. You may have the chance to work on interesting projects, participate in the preparation of research for a book or article, and establish and solidify a close working relationship with a law professor (which is particularly helpful if you are interested in a post-graduate judicial clerkship).

Typically, professors hire summer research assistants late in the spring semester. Some professors solicit research assistants by posting job opportunities on Symplicity; however, the majority of professors use other methods to hire. Some may post a sign on their office door, but many will wait for students to contact them. If you have a particularly strong relationship with one of your professors or a serious interest in a professor’s area of expertise, make an appointment to meet with him or her during office hours to express interest in a research assistant position and bring your resume.

Last summer, 26% of the class of 2021 accepted research assistant positions.

**In-House Counsel Opportunities**

Corporations generally hire their attorneys laterally from law firms (in many cases from the firms that work on their matters). These employers generally do not hire summer clerks as an organic part of their recruiting activity; however, you may be able to obtain this kind of job through your own outreach efforts. Generally, employers hire for these positions during spring semester. Prior work experience can be key to landing an in-house internship.

*The Directory of Corporate Counsel*, available in the Law Library, provides information about in-house legal departments at U.S. corporations. Also, some corporations post summer internships on their websites. *If you are pursuing this type of opportunity, apply to participate in the Association of Corporate Counsel National Capital Region Corporate Scholars Program.*

During summer 2019, 3.5% of the class of 2021 worked in a corporation.

**Alternative Employers**

Non-legal or alternative careers are an increasingly popular option. Given the wide variety of non-legal careers, you should meet with Steve Grumm, the director of career development for emerging careers, to discuss your specific interests. In most cases, alternative employers make hiring decisions on an as-needed basis.
Employers Hiring 1Ls During Summer 2019

Arlington Juvenile & Domestic Relations Court - Hon. George D. Varoutsos (Arlington, VA)
Bryan Cave (St. Louis, MO)
CarMax, Inc. (Richmond, VA)
Central Virginia Legal Aid Society (Richmond, VA and Petersburg, VA)
Challa Law Group (Richmond, VA)
Chesapeake Bay Foundation (Richmond, VA)
Commonwealth’s Attorney’s Office of Arlington County/Falls Church (Arlington, VA)
Commonwealth’s Attorney’s Office of Brunswick County (Lawrenceville, VA)
Commonwealth’s Attorney’s Office of Fredericksburg (Fredericksburg, VA)
Commonwealth’s Attorney’s Office of Hampton (Hampton, VA)
Commonwealth’s Attorney’s Office of Petersburg (Petersburg, VA)
Commonwealth’s Attorney’s Office of the City of Colonial Heights (Colonial Heights, VA)
Commonwealth’s Attorney’s Office of Virginia Beach (Virginia Beach, VA)
Community Tax Law Project (Richmond, VA)
Congressman David Joyce, Rep. of Ohio (Washington, DC)
Curwood Law Firm (Richmond, VA)
DeKalb County, GA State Court Traffic Division - Hon. Keisha Storey (Decatur, GA)
disAbility Law Center of Virginia (Richmond VA)
Fairfax County Circuit Court (Fairfax, VA)
FBI Richmond (Richmond, VA)
Federal Public Defender for the Eastern District of Virginia (Richmond, VA)
Federal Public Defender for the Middle District of TN (Nashville, TN)
Feldesman, Tucker, Leifer, Fidell & Bank (Washington, DC)
Fisher & Phillips LLP (Philadelphia, PA)
Goochland County Attorney’s Office (Goochland, Virginia)
Grossman & Rippes (Norwich, VT)
Hancock Daniel & Johnson, PC (Glen Allen, VA)
Henrico Juvenile and Domestic Relations Court (Henrico, Virginia)
Hyder Immigration Law (Richmond, VA)
Kaufman & Canoles (Norfolk, VA)
Law Office of Wendy Gail Alke (Morgantown, WV)
Legal Aid Justice Center (Charlottesville, VA)
Legal Rights Center (Minneapolis, MN)
Legal Services of Northern Virginia (Arlington, VA)
Locke & Quinn (Richmond, VA)
London Clinical Placement Program
Martinsville Circuit Court (Martinsville, VA)
McGrath & Danielson, P.C. (Richmond, VA)
National Oceanic and Atmospheric Administration (Silver Spring, MD)
Norton Rose Fulbright US LLP (Houston, TX)
Office of the Attorney General of Virginia (Richmond, VA)
Office of the Governor (Richmond, VA)
Office of the U.S. Trade Representative (Washington, DC)
Onondaga County Re-Entry Task Force (Syracuse, NY)
Patten, Wornom, Hatten & Diamonstein, L.C. (Newport News, VA)
Petersburg Circuit Court (Petersburg, VA)
Pike IP Law (Richmond, VA)
Preston County Circuit Court (Kingwood, WV)
Public Defender for Danville (Danville, VA)
Public Defender for Fredericksburg (Fredericksburg, VA)
Public Defender for Portsmouth (Portsmouth, VA)
Public Defender for Richmond (Richmond, VA)
R. Glen Morgan Attorney, PLC (Chesterfield VA)
Riley & Wells (Richmond, VA)
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<td>Sharon Horner &amp; Associates</td>
<td>Richmond, VA</td>
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<td>Spilman Thomas and Battle, PLLC</td>
<td>Charleston, WV</td>
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<tr>
<td>Stafford Circuit Court</td>
<td>Stafford, VA</td>
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<td>Steptoe &amp; Johnson PLLC</td>
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<td>Stone Dinkin &amp; Amirshahi, PLC</td>
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<td>Sumner Immigration Law PLLC</td>
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<td>Suntrust Bank</td>
<td>Richmond, VA</td>
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<tr>
<td>Superior Court of Delaware</td>
<td>Wilmington, DE</td>
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<tr>
<td>Superior Court of New Jersey – Hon. Jeffrey R. Jablonski</td>
<td>Trenton, NJ</td>
</tr>
<tr>
<td>Supreme Court of North Carolina – Hon. Samuel Ervin</td>
<td>Raleigh, NC</td>
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<tr>
<td>Supreme Court of Virginia – Hon. Bill Mims</td>
<td>Richmond, VA</td>
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<tr>
<td>Supreme Court of Virginia – Hon. Stephen McCullough</td>
<td>Fredericksburg, VA</td>
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<tr>
<td>Supreme Court of Virginia - Office of the Chief Staff Attorney</td>
<td>Richmond, VA</td>
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<tr>
<td>The Sarrett Law Firm</td>
<td>Richmond, VA</td>
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<tr>
<td>The Wilton Companies</td>
<td>Richmond, VA</td>
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<tr>
<td>Thomas H. Roberts &amp; Associates PC</td>
<td>Richmond, VA</td>
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<tr>
<td>U.S. Army Corps of Engineers - Middle East District</td>
<td>Winchester, VA</td>
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<tr>
<td>U.S. Attorney’s Office - District of Columbia</td>
<td>Washington, DC</td>
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<tr>
<td>U.S. Bankruptcy Court for the Eastern District of Virginia – Hon. Kevin Huennekens and Hon. Keith Phillips</td>
<td>Richmond, VA</td>
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<tr>
<td>U.S. Bankruptcy Court for the Southern District of New York – Hon. Cecelia Morris</td>
<td>Poughkeepsie, NY</td>
</tr>
<tr>
<td>U.S. Bankruptcy Court for the Western District of Pennsylvania</td>
<td>Pittsburgh, PA</td>
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<td>U.S. Department of Health &amp; Human Services, Departmental Appeals Board</td>
<td>Washington, DC</td>
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<tr>
<td>U.S. District Court for the District of Arizona – Hon. Susan R. Bolton</td>
<td>Phoenix, AZ</td>
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<tr>
<td>U.S. District Court for the District of Columbia – Hon. Dabney L. Friedrich</td>
<td>Washington, DC</td>
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<tr>
<td>U.S. District Court for the District of Columbia – Hon. Royce Lamberth</td>
<td>Washington, DC</td>
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<tr>
<td>U.S. District Court for the District of Columbia – Hon. Reggie B. Walton</td>
<td>Washington, DC</td>
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<tr>
<td>U.S. District Court for the District of Massachusetts – Hon. Patti B. Saris</td>
<td>Boston, MA</td>
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<tr>
<td>U.S. District Court for the Eastern District of North Carolina – Hon. Robert B. Jones, Jr.</td>
<td>Wilmington, NC</td>
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<tr>
<td>U.S. District Court for the Eastern District of Pennsylvania – Hon. Cynthia M. Rufe</td>
<td>Philadelphia, PA</td>
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<td>U.S. District Court for the Eastern District of Pennsylvania – Hon. Curtis L. Collier</td>
<td>Chattanooga, TN</td>
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<tr>
<td>U.S. District Court for the Eastern District of Virginia – Hon. Arenda L. Wright Allen</td>
<td>Norfolk, VA</td>
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<tr>
<td>U.S. District Court for the Eastern District of Virginia – Hon. John A. Gibney, Jr.</td>
<td>Richmond, VA</td>
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<tr>
<td>U.S. District Court for the Eastern District of Virginia – Hon. Henry E. Hudson</td>
<td>Richmond, VA</td>
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<tr>
<td>U.S. District Court for the Eastern District of Virginia – Hon. M. Hannah Lauck</td>
<td>Richmond, VA</td>
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<tr>
<td>U.S. District Court for the Eastern District of Virginia – Hon. Douglas E. Miller</td>
<td>Norfolk, VA</td>
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<tr>
<td>U.S. District Court for the Eastern District of Virginia – Hon. David J. Novak</td>
<td>Richmond, VA</td>
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<tr>
<td>U.S. District Court for the Eastern District of Virginia – Hon. Roderick Young</td>
<td>Richmond, VA</td>
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<tr>
<td>U.S. District Court for the Middle District of Florida – Hon. Harvey Schlesinger</td>
<td>Jacksonville FL</td>
</tr>
<tr>
<td>U.S. District Court for the Northern District of West Virginia – Hon. Robert W. Trumble</td>
<td>Martinsburg, WV</td>
</tr>
<tr>
<td>U.S. District Court for the Southern District of Florida – Hon. Robin L. Rosenberg</td>
<td>West Palm Beach, FL</td>
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<tr>
<td>U.S. District Court for the Southern District of Texas – Hon. John A. Kazen</td>
<td>Laredo, TX</td>
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<tr>
<td>U.S. District Court for the Western District of Virginia – Hon. James P. Jones</td>
<td>Abingdon, VA</td>
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<tr>
<td>U.S. District Court for the Western District of Virginia – Hon. Jackson L. Kiser</td>
<td>Danville, VA</td>
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<tr>
<td>U.S. District Court for the Western District of Washington - Hon. Theresa L. Fricke</td>
<td>Tacoma, WA</td>
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<tr>
<td>U.S. House Judiciary Committee</td>
<td>Washington, DC</td>
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<tr>
<td>University of Richmond Athletic Department</td>
<td>Richmond, VA</td>
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<tr>
<td>Virginia Commission on Youth</td>
<td>Richmond, VA</td>
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<td>Virginia Department of Corrections Legal Services</td>
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<td>Virginia Department of Criminal Justice Services</td>
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<td>Virginia Department of Medical Assistance Services</td>
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<tr>
<td>Virginia Department of Motor Vehicles, Legislative and Legal Services</td>
<td>Richmond, VA</td>
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<tr>
<td>Virginia General Assembly</td>
<td>Richmond, VA</td>
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<tr>
<td>Virginia Holistic Justice Initiative</td>
<td>Richmond, VA</td>
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</tbody>
</table>
Virginia Sexual and Domestic Violence Action Alliance (Richmond, VA)
Virginia State Corporation Commission (Richmond, VA)
Westlake Financial Services/ Hankey Investment Group (Los Angeles, CA)
Williams Mullen (Richmond, VA)
Winslow & McCurry, PLLC (Richmond, VA)
World Relief Immigrant Legal Services (Sacramento, CA)
Finding a Summer Judicial Internship

An internship with a judge is a good way to learn about the judicial process, how trials are conducted, and the inner workings of the court. You will see how judges make decisions, learn what judicial clerks do, and observe trials and hearings in court. It is a wonderful opportunity to gain experience that will help you on the path from law student to lawyer. The experience also may help you obtain a post-graduate judicial clerkship if you decide to pursue one. While most judicial internships are unpaid, they usually will qualify for a Summer Public Service Fellowship from the School of Law.

Where Should You Consider Applying

Many judges, both federal and state, take on summer interns. You could apply to a judge in your home city or state, a jurisdiction where you have connections or plan to practice after graduation, or judges in the Richmond area. Check with family and friends who may have a connection to a judge and may be willing to assist you with an introduction.

The jurisdiction and level of court may play a role in where you decide to apply. State circuit court judges preside over state civil and criminal matters, and also decide some family law matters. Federal district court judges preside over cases that raise a federal question involving the United States government, Constitution, or other federal laws, and cases regarding diversity of citizenship. Federal courts hear criminal, civil and bankruptcy cases. Federal magistrate judges decide preliminary matters such as warrants, initial appearances and bonds; they conduct probable cause and motions hearings; and preside over some trials. Bankruptcy judges preside over bankruptcy proceedings, which may encompass many areas of law, including corporate, tax, family, and intellectual property law. State and federal courts of appeals judges hear appeals from lower courts. Occasionally, juvenile and domestic relations courts may hire interns.

As a general rule, appeals courts and federal courts will be the most competitive, and judges often only will consider applications from those in the top ranks of a given class. However, other considerations may play a role, such as personal connections, or a special status (veterans, for instance). Finally, many judges in Virginia, particularly at the state level, are alumni of the law school, and enjoy providing internship opportunities to Richmond Law students. Consult with your career advisor for more information about reaching out to alumni judges.

Some judges only hire first-year law students as interns, and some hire both first- and second-year students. Some hire students only for half a summer; some will provide students a full-summer opportunity. The CDO maintains a list of Virginia judges who frequently hire Richmond law interns. Some post their internship opportunities via Symplicity or participate in the Government and Public Interest Interview Program. Others prefer that you demonstrate the initiative to reach out to them about internship possibilities.

How to Find Judicial Internships

If you are interested in interning with a judge, you can apply to advertised internships through Symplicity, participate in the Government and Public Interest Interview Program, or mail an application directly to a specific judge. Since many judges prefer to hire those who reach out and apply on their own initiative, you may research judges using a variety of sources including: the Leadership Directory (available through the Muse Law Library website); the Virginia Judicial System website; the Guide to State Judicial Clerkships (for state courts outside Virginia; contact the Career Development Office for login information); Symplicity (especially for contact information for federal judges); and individual court websites. You may find court websites on the internet by using search terms such as "California Superior Court," "New Jersey Courts," and "Pennsylvania Court of Common Pleas".

While there is no particular “season” when judges hire interns, it is best to apply early. As noted above, consider applying early in December (before you get caught up in exams!) to avoid missing opportunities.
**How to Apply for Judicial Internships**

Judges want to see your resume, a well-written cover letter, transcript, and a legal writing sample. If you are applying prior to the release of your first semester grades, you may want to include your undergraduate GPA on your resume because your law school transcript will not be available. To have the best chance of being considered for an interview, have your materials reviewed by your career advisor before applying. Judges expect applications to conform to traditional standards, and to be completely free of errors. Creative cover letters or distinctive resumes are not likely to be considered. You may request and submit an official transcript from the registrar’s office.

**When applying to intern with a judge, consider the following:**

- A judge’s chambers is the most formal of all legal settings. Your communications with a judge should reflect this.
- Excellent writing skills and attention to detail are two of the most important factors that judges consider in making hiring decisions.
- Before you apply, research the court and the judge. Know what kinds of legal matters the court has jurisdiction over, and what law applies. For instance, if you are applying to a federal judge, who rarely decides matters under state law, you will not get far if you say your interest in an internship is based on your desire to learn more about Virginia law practice.
- Research the judge. What kind of law did she practice before serving on the bench? Has the judge decided any important cases? Does the court have any specialized programs (i.e. drug court?)
- If you plan to practice in a particular community, or are from that community, express this in your letter.
- State why you are interested in interning in that court.
- Include the best sample of your legal writing. Your writing sample should demonstrate your legal research abilities, incorporate any feedback you received from your professor, and contain no errors. Add a cover page to your writing sample. See the CDO website for examples.
- Internships with judges are not paid. If you are considering applying for a judicial internship, make sure you timely meet the requirements and file the proper documents for a Summer Public Service Fellowship.
- Unless specifically asked, do not email a judge. Unsolicited application materials should be sent through the mail.
- Check with the CDO for information about specific courts, judges, and internship opportunities. You may also review materials on the CDO’s clerkship page.

**The Interview and Offer**

If you are chosen for an interview, prepare by researching the court, the judge, and recent cases that the court has decided or for which it is known. You should know what kinds of cases the court hears, whether a judge recently decided a significant case, or if important cases are pending. Keep abreast of recent Supreme Court decisions or the highest court in the state where you are applying. Use the Summer Evaluation tool on Symplicity to read about the experiences of other students who interned with a particular judge or court with whom you are interviewing. During an interview, judges often include other chambers personnel. As a result, you should be prepared to interview with clerks and judicial assistants, as well as the judge. Be prepared to answer questions about your writing sample, about where and what kind of law you plan to practice, and why you decided to attend law school. At the end of the interview, you will be expected to ask questions. Prepare these in advance.

Make sure you write down or memorize the names of any clerks or other assistants who participate in interviews; you will need to send thank you notes to everyone after the interview. When applying to intern for a judge, it is expected that if an offer is extended, you will immediately accept. If not, the offer is likely to be extended to another applicant. If you accept an offer of employment elsewhere before receiving an offer, immediately notify the judge’s chambers that you are no longer available.

Note: another way to gain experience working with a judge during law school is to participate in the clinical placement program in your second or third year.
Informational Interviews

Informational interviews are individual networking meetings with professionals who work in a career or practice area in which you are interested. Informational interviews provide an in-depth opportunity to get to know someone and learn about a particular career path. Since networking is an integral part of your employment search, informational interviews should be an aspect of your overall career strategy.

Informational interviews usually take place in your contact’s office, and are generally quite short—20 to 30 minutes. The purpose of an informational interview is not to get a job, but to learn: about the practice area or field, resources, what employers are looking for, and how to get started. Informational interviews sometimes lead to contacts that may result in future employment, but that is not the purpose of the meeting.

You may learn through an informational interview that a particular career path is not for you, or you may be inspired to develop more specialized knowledge or relationships that lead to opportunities for you in the field. You may end up with a new mentor and new ideas about what you want to do after you graduate.

Tips for informational interviewing:

• **Reach out to alumni.** Professionals usually are passionate about their work, and enjoy opportunities to share their passion with others. Alumni often are more than willing to meet with and help students from their school. To find alums in a particular geographic and practice area, check the law alumni database, or use Westlaw, Lexis Nexis, or Martindale-Hubbell.

• **Use your contacts.** Ask people you know if they know attorneys or other professionals in the fields in which you are interested. Get permission to use your contact’s name—and then use it!

• **Research!** Do your homework—learn something about your contact and their employer before reaching out. Then, conduct additional research before your meeting, if one is granted. You may want to set up a Google or Lexis alert on your contact and his/her employer so that you keep up with any new developments prior to meeting.

• **Make initial contact.** Request an informational interview via email, explaining your interest in the practice area or field, and mention any connections. Specify that you are asking only for a short period of time at their convenience. You may offer to buy your contact coffee or lunch. Mention that you will follow up via email or phone by a specific date, and then do so, if you do not hear from your contact before then.

• **Be professional.** Treat an informational interview as you would a job interview: dress professionally, bring an updated copy of your resume, and a pad or journal on which to take notes.

• **Do not ask for a job.** It is possible the person you are meeting with has, or knows of, an available position. If so, that person should be the one to bring it up. Your goal is to learn about career paths and gain connections that may lead to a job in the future.

• **Develop an agenda for the meeting and direct the conversation.** Do not forget, in this situation, you are the interviewer!

• **Prepare questions.** Your research on the contact and his/her employer should enable you to ask intelligent questions about their work.

• **Prepare answers.** Just as with a job interview, you should be prepared to answer questions about your interest in the contact’s professional area, why you attended law school, and your goals and aspirations. The person with whom you are meeting may be aware of current or future openings and may treat the meeting as a pre-interview session.

• **Be aware of time.** Be respectful of your contact’s time. Acknowledge when your requested time has elapsed and offer to end the meeting.

• **Follow up.** Thank your contact for meeting with you via a handwritten note or email. If you said you would do something (follow-up with another contact, etc.), let your contact know that you did so.

• **Stay in touch.** Your contact now has an interest in your plans, will appreciate hearing about your progress, and may even be able to offer you additional leads that will help you along the way.
Sample Informational Interview Questions

- How did you get your start? What is the usual way people enter this field?
- What do you see for the future of this practice or professional area? Is this a good field for someone starting their career as a lawyer? What are the opportunities in [blank city]? Where are most opportunities located?
- Do most of the practitioners in this field work in smaller or larger firms, government, or non-profits?
- What are the challenges for a person pursuing a career in this practice area or profession? How do people advance in their careers? What is a typical career path?
- What are the challenges facing someone in this field? What do you wish you had known as you were starting out?
- What do you most/least like about this practice area or profession? I see you also do [X area of law]—do these combine well? What other practices fit well with this practice area?
- Are there particular courses I should take for this career path? What about seminars or continuing legal education courses?
- Are there internship or volunteer opportunities in this field that I should consider? What sort of experience should I get to prepare for this career?
- Is there a local bar section or chapter for people who practice in this area that I should join? Are there periodicals or books I should read?
- What is your typical day like? What kind of interaction do you have with clients, other attorneys or other professionals?
- Who else should I contact?
- Any other suggestions?
Job Search Correspondence Guide

Purpose of Your Resume
Your resume serves as a marketing tool to prospective employers. You have approximately 30 seconds to catch an employer’s eye, so your resume must be concise, organized, and targeted to the employer receiving it. Thus, you may have different versions of your resume for different positions. Your resume speaks volumes about your communication skills and serves as a conversational guide during interviews.

Your resume cannot tell your complete story; however, it should highlight your experiences and skills for a particular position so that an employer will be compelled to take a closer look at you by inviting you to interview.

Your resume must be perfect. Many employers receive hundreds of resumes for each open position and are looking for easy ways to narrow the pool of applicants. Proofread your resume and have others also check for typographical and spelling errors and incorrect grammar usage. Avoid the temptation to exaggerate or mislead, as the damage resulting from doing so can be irreparable to your bar fitness eligibility and career.

Resume Samples and Templates
The CDO has developed resume samples and typeable templates. The samples that follow and templates available on the CDO website incorporate best practices in resume writing. We encourage you to use these documents as a starting point when creating your resume.

Resume Reproduction and Distribution
When submitting resumes via hard copy, use high-quality 8.5” x 11” bond paper in a neutral shade (e.g., white or ivory) and matching envelopes. Use preprinted labels or print the address directly onto the envelope using an ink jet or laser printer.

When submitting resumes electronically, convert your resume into Adobe PDF format. This will ensure the receiver is able to view the document exactly as you intended. When sending applications via email, the body of your message should be a short transmittal note with your resume and cover letter attached to the email as PDFs.

Resume Length
In most cases, your resume should be one page. Students with significant work experience (approximately 10 or more years) prior to law school may have a two-page resume. Also, a two-page resume is acceptable for some public sector positions for which you have substantial related experience.

Content and Format
Your resume should have at least two sections—Education and Experience (with Education listed first). Optional additional sections include Publications, Community Service, and Additional Information.

Graphics, Layout and Font
Use bold text, italics, underlining or all capital letters to highlight various elements of your resume, but use them sparingly. You also may experiment with margins, type sizes and fonts. We recommend that your margins are at least 0.75” on all four sides, and that you use a type size no smaller than 11 point. Consider using 12-point Arial and 1” margins if you need to fill the page; use 11-point Times New Roman and 0.75” margins if you have difficulty fitting everything on one page.

Graphics should be limited to the use of horizontal lines and simple bullets (● or ■), and they should be used consistently. Use the border feature to create a horizontal divider line, rather than a long line of dashes. Use the tab stop marker and tab alignment features instead of the space bar to align certain resume elements. To control the spacing between lines and throughout your resume, make sure the document is formatted with single line spacing and no automatic spacing between paragraphs.

Given the conservative nature of the legal profession, your resume should stand out because of its content, not because of unique formatting, graphics, or colors.

**Consistency**

Employers use your resume as a proxy for your level of attention to detail and drafting ability. Be consistent in all sections of your resume. For example, if you use the abbreviation “B.A.” for your undergraduate degree, use “J.D.” for your law degree; if you write out “Bachelor of Arts,” write out “Juris Doctor.” The same applies to state names (either spell them all out or abbreviate them all). Moreover, be consistent with the use of the serial commas; either use them throughout your resume and cover letter before conjunctions, or not at all.

**Contact Information**

Your name, address, telephone number and email address should be on the top of your resume. Your name may be capitalized in a larger, bold font (several point sizes larger than the rest of the text, up to 16-point font). Use your full formal name, including your middle initial. However, if your preferred name is your middle name, you may use your first initial and your middle name (Example 1). If your preferred name is not a derivative of your first or middle name, the preferred name should be noted in parenthesis and quotation marks after your given name (Example 2).

**Example 1**

J. ANTON LEONARD  
5400 Stuart Avenue  
Richmond, VA 23226  
jaleonard@richmond.edu • 804.555.2344

**Example 2**

SOON ("EMERY") JONES  
2 B Road, Richmond, VA 23226  
804.222.8000 / sjones@richmond.edu

**Address**

Your local address should be listed beneath your name. If applying to locations to which you have a geographic tie (family or a significant other), include a local and permanent address (Example 3). Ensure that correspondence to you at any address provided on your resume will be handled in a timely manner. Also, include a phone number and your richmond.edu email address at the top of your resume.

**Example 3**

JEFFERSON A. LEONARD  
jaleonard@richmond.edu • 804.555.2344

<table>
<thead>
<tr>
<th>Local Address</th>
<th>Permanent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>5400 Stuart Avenue</td>
<td>87 Todd Road</td>
</tr>
<tr>
<td>Richmond, VA 23226</td>
<td>Katonah, NY 10536</td>
</tr>
</tbody>
</table>
Education

Begin your Education section with University of Richmond School of Law. Then, list your other educational experiences in reverse chronological order. Include the school name in bold font, followed by the location and degree date (not dates of attendance) for each institution attended.

- List the law school as “University of Richmond School of Law.”
- Include “Candidate for” degree name, and anticipated graduation date if you are a current student. Example: “Candidate for Juris Doctor, May 2022.” Italicize degree names. Note that the degree for which you are studying is a juris doctor, not a juris doctorate.
- If you are a dual degree candidate, include both anticipated degrees in a single entry (if you will be obtaining both degrees simultaneously) or use a separate entry for each degree and academic unit (Example 4).

- You may include your law school GPA (recommended if it is 3.0 or higher) if you would like.
- If applicable, you may list your class rank as a number (e.g., 3/10) or percentile (e.g., Top 10%).
- Include Latin honors. Example: “Bachelor of Arts, cum laude, in Political Science, May 2013.”
- Exclude your LSAT score.
- List awards, distinctions, and scholarships under the relevant school. Law school honors include CALI Awards for Excellence and participation on a law journal.
- Include significant activities under the relevant school, not in a separate section.
- List study abroad experience under your home school using the formal name of the program. For Richmond Law’s Cambridge program, you would list: “Study Abroad: Summer Law Program at Emmanuel College, Cambridge University, 2018.”
- If you are a transfer student, list Richmond Law first, and then the law school from which you transferred. If you received academic honors or were invited to join a journal at your prior law school, you may include that information (Example 5).
- Typically, you should not include your high school on your resume. If you attended a preparatory school that is well known nationally or in the area to which you are applying, you may list it as the last item in your Education section. Do not include honors and activities with your high school.

EXAMPLE 4

EDUCATION
University of Richmond
Candidate for Juris Doctor and Master of Business Administration
or
EDUCATION
University of Richmond School of Law
Candidate for Juris Doctor
University of Richmond, Robins School of Business
Master of Business Administration

EXAMPLE 5

EDUCATION
University of Richmond School of Law
Candidate for Juris Doctor

Charleston School of Law
First-Year Student
- GPA: 3.998
- Dean’s Award for Excellence in Contracts (Fall 2018)
- Invited to join Charleston Law Review
Experience
List your work experience in reverse chronological order (with the most recent employer listed first). Use bold font for the employer name, city, and state. Use italics for your position title and list it below the employer name and location.

- This section is titled “Experience” intentionally to incorporate professional work experience, internships, clinical placements, volunteer activities and any other activities through which you have developed relevant experience, whether paid or not.
- If the name of an employer is not well recognized, include a brief indication as to the industry and type of work (i.e., add “mortgage” or “finance” in the job description).
- Use either bullet points or paragraph form to describe your job responsibilities. Use action verbs to describe your work in each position. (See below for examples of both styles and action verbs.)
- Be clear, concise, and consistent in detailing your experience. Describe relevant projects, issues, and practice areas (e.g., “Conducted legal research and prepared memoranda for complex environmental impact litigation.”) Think about the overall experience and how what you learned will translate and be valuable to another employer. You may add a brief description of the case or deal on which you worked, without disclosing confidential information.
- Avoid vague expressions such as “assisted with” or “gained exposure to” or “responsible for.”
- Use past tense action phrases for former positions and present tense for current ones.
- Avoid industry-related jargon unless you are seeking employment within that specific field.
- If you have accepted a position, but have not started it, you may list the employer’s name, city/state, your title, and when you will begin work. Do not describe your presumed job duties. Noting a future position comes up most frequently when you have been selected for an upcoming clinical placement.

Additional Information
This optional section may include language skills, personal interests and accomplishments, professional affiliations, and special skills. When listing language skills, describe your level of proficiency (Example 6).

Interests noted on your resume should be unrelated to your course of study (at Richmond Law or another institution) or professional experience and not otherwise evident from your resume.

**EXAMPLE 6**

ADDITIONAL INFORMATION

**Language Skills**: Proficient in written and spoken Spanish  
**Professional Memberships**: Member, Young Lawyers Section, Richmond Bar Association (2017 – present)

Publications
If you are published, include legal publications using Bluebook citation format and other publications in the format appropriate for the genre.

References
Create a separate Reference List using the header from your resume. Do not include references on your resume or state that “references will be provided upon request.”

Action Verb Usage
Effective resumes and cover letters employ active voice. Action verbs describe your experience and achievements in a persuasive, concise manner. Please refer to the following list of action verbs to replace passive verbs (variants of “to be”) on your resume and cover letter drafts.
accelerated
accomplished
achieved
acquired
adapted
addressed
adhered
adjusted
administered
advised
allocated
analyzed
anticipated
applied
appointed
appraised
approved
arbitrated
arranged
assembled
assessed
assigned
assumed
assured
attended
audited
authored
authorized
awarded
balanced
began
bought
briefed
brought
budgeted
built
calculated
cataloged
chaired
changed
clarified
classified
closed
coached
collaborated
collected
combined
communicated
compared
compiled
completed
composed
computed
conceived
conceptualized
concluded
conditioned
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elected
employed
encouraged
engineered
enlarged
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estimated
evaluated
examined
excelled
executed
exercised
expanded
explained
explored
extracted
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tutored
uncovered
updated
validated
verified
won
wrote
Purpose of Your Cover Letter
Your cover letter serves as the first writing sample an employer will view. It is used to highlight the most relevant and important aspects of your resume, but should not parrot your resume.

Layout
The cover letter is just that, a letter. It should be formatted exactly as a formal letter would be. The sample below will help you format your letter properly. Do not use your resume header to start. Instead, start with your address block (omitting your name) on the top left side of the page. Two spaces below, add the date, being sure to write the date out completely (i.e., December 30, 2017). Four spaces below the date, add an address block for the employer. This address block should include the contact’s full name, position, employer’s name and full address.

Your letter should be single-spaced with a double space between paragraphs.

Never address the letter “To Whom it May Concern.” Always address the letter to a particular person, using Mr. or Ms. Never use Mrs.

Consider using three or four paragraphs for the body of the letter. Two lines after your last paragraph, sign with “Sincerely” or another professional closing, followed by four spaces and your typed name. If you are sending a hard copy, be sure to use a pen to sign your name above your typed name. If you are submitting an electronic document, scan your signature into a JPG and insert it above your typed name using the “insert” feature. Do not use a script font to approximate your signature.

Content
In your first paragraph, state where you go to law school, including your class year or when you intend to graduate, and the position for which you are applying. Do not introduce yourself by name because your name can be found at the end of the letter. Discuss your interest in the employer or tie to the geographic area in which the employer is located. If applicable, note the person who recommended you reach out to this employer.

In your second and potentially third paragraphs, discuss your qualifications, skills and experience that fit the needs of this employer. Begin the paragraph with a topic sentence that outlines what skills you offer the employer. Follow your topic sentence with sentences citing examples that bolster the statement in your topic sentence. Do not mention every item on your resume; be specific about the experience you are discussing. Do not speak in generalities, or describe general personality traits other than in your topic sentence. Focus instead on your specific experience.

In your conclusion paragraph, mention your desire for an interview. If you will be in the employer’s location during a particular time period, note that you would appreciate the opportunity to meet with the employer at that time. Indicate that you look forward to speaking with them soon, and express appreciation for their consideration.

Purpose of Your Writing Sample
Employers may request a writing sample to evaluate your research, writing, and analytical skills. As prospective employers prefer a “real world” example of your writing, your sample should be legal in nature. You may select a piece you wrote for Law Skills, a journal article, a paper submitted for a writing competition, or a memorandum or brief you prepared for an employer. Whatever you select, ensure that your sample demonstrates the quality, persuasiveness and thoroughness you intend to produce for the employer to which you are submitting it. Choose a writing sample in whose quality you are confident, that contains issues and arguments you can comfortably explain in an interview, and is your recent work (and presumably more practiced in its research and writing). You may submit a writing sample focused on an area of law different from the one to which you are applying, but it should be relevant to your employer.

The writing sample should be your own work product. If your writing sample was submitted for a class or to an employer, be sure to indicate on your cover sheet (see below) the extent to which you incorporated
comments and revisions by your professor or others. If you use a piece that was prepared for an employer, be sure to redact any identifying client information and get your employer’s permission to use it. Pieces that have been co-drafted or re-written by others should not be used as samples. Law Skills papers or other writing samples that were reviewed and critiqued by others are fine, as long as you are the one who did any re-drafting.

As with your other application materials, your writing sample must be error-free. Proofread it for typographical and spelling errors, incorrect grammar usage, and improper Bluebook citations. You also may wish to have someone else review it.

When to Submit Your Writing Sample
Many employers request a writing sample with your application materials or later in the selection process. You should not send a writing sample with your initial employment application unless it is requested. Some employers request a writing sample at the interview stage, so be sure to have a copy with you at any screening or callback interview.

Writing Sample Length
As a general rule, a writing sample of 5–10 pages in length sufficiently demonstrates your writing ability. Judicial clerkship applicants may want to submit a writing sample that is 10-15 pages in length. Some employers, including judges, may specify the length they prefer to receive, so pay attention to application requirements, keeping in mind that employers may receive hundreds of applications and may not read your sample if it is too long.

If your preferred writing sample is longer than the recommended page length, you are encouraged to show your editing skills by removing certain sections (e.g., statement of facts, less persuasive arguments). After making edits, review the excerpted writing sample in its entirety to ensure it is still understandable. You may want to add a brief explanation of the sections omitted on your cover sheet.

Formatting
When submitting a writing sample via hard copy, it may be on plain white photocopy quality paper.

When submitting a writing sample electronically, convert the document into Adobe PDF format and attach it to your application. Submitting a PDF will ensure the receiver is able to view the document exactly as you intended.
EMERY E. BUNTING
5400 Stuart Avenue
Richmond, VA 23226
ebunting@richmond.edu
804.555.2344

EDUCATION

University of Richmond School of Law
Candidate for Juris Doctor - Richmond, VA
May 2020
- GPA: 3.65 (Class Rank: Top 20%)
- Staff Member, University of Richmond Law Review
- CALI Award for Excellence in Torts (highest grade in section)
- Finalist, Barnett Moot Court Competition
- Publication: Co-dependent: The Rise and Fall of Energy Independence, 56 RICHMOND L. J. (forthcoming Fall 2020)

James Madison University
Bachelor of Arts in Political Science - Harrisonburg, VA
May 2017
- President, American Society of Political Science
- Graduated in three years

EXPERIENCE

Virginia Corporate Law Firm, PC
Summer Associate - Richmond, VA
Summer 2019
- Conducted research and drafted memoranda on legal issues in an employment matter
- Reviewed and drafted responses to discovery requests for a business partnership dispute

Federal Reserve Bank of Richmond
Clinical Placement Extern - Richmond, VA
Fall 2018
- Drafted enforcement actions and agreements regarding corporate governance
- Investigated topics related to banking, economics, and regulatory policy

University of Richmond School of Law
Research Assistant to Professor Chris Cotropia - Richmond, VA
Summer 2018
- Researched and drafted memorandum regarding ethical considerations in biotechnology patents
- Reviewed and edited journal article regarding the constitutionality of geographic limitations on prior art

Legal Aid Society
Legal Intern - Richmond, VA
Summer 2018
- Drafted pleadings, motions, and proposed orders for domestic violence and housing cases
- Conducted client intake interviews

ADDITIONAL INFORMATION

Language Skills: Proficient in written and spoken Spanish
Community Service: Volunteer, Safe Harbor, Richmond, VA (2017 – present)
Interests: Camping, hiking, yoga
Professional Affiliations: Member, Young Lawyers Section, Richmond Bar Association
EMERY E. BUNTING
ebunting@richmond.edu

Current Address
5400 Stuart Avenue
Richmond, VA 23226

Permanent Address
87 Todd Road
Katonah, NY 10536

EDUCATION

University of Richmond School of Law
Candidate for Juris Doctor
Richmond, VA
May 2020

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Research Assistant to Professor Chris Cotropia
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ADDITIONAL INFORMATION

Language Skills: Proficient in written and spoken Spanish
Community Service: Volunteer, Safe Harbor, Richmond, VA (2017 – present)
Interests: Camping, hiking, yoga
Professional Affiliations: Member, Young Lawyers Section, Richmond Bar Association
JEFFERSON A. LEONARD
1234 Briarcliff Place, Richmond, VA 23226 804-232-8000 / jleonard@richmond.edu

EDUCATION

University of Richmond School of Law, Richmond, VA
Candidate for Juris Doctor, May 2021
GPA: 3.65 (Class Rank: Top 20%)
Honors: University of Richmond Law Review; Winner, Carrico Moot Court Competition; CALI Award for Excellence in Torts (highest grade in section)
Activities: Black Law Students Association; Client Counseling & Negotiation Competition
Study Abroad: Richmond Law Summer Abroad at Emmanuel College, Cambridge University, UK, 2019

University of Richmond, Robins School of Business, Richmond, VA
Candidate for Master of Business Administration, May 2021
GPA: 3.58

Washington and Lee University, Lexington, VA
Bachelor of Arts in Politics, May 2018
GPA: 3.32
Honors: Alpha Epsilon Omega National Honor Society
Maintained full or part-time employment throughout undergraduate studies

EXPERIENCE

Jones, Timberlake & Butler, PC, Richmond, VA
Law Clerk, July – August 2019
Reviewed contracts for small business owner clients and researched recent changes in corporate law. Drafted Articles of Incorporation and Articles of Organization.

Himalayan Health Exchange, Ladakh, India
Medical Aid Volunteer, May – July 2018
Collaborated with physicians to deliver healthcare to rural nomads. Taught patients how to prevent disease and maintain good health.

Other experience includes work as a waitress at Joe’s Inn, Lexington, VA, June – November 2015.

COMMUNITY SERVICE

Habitat for Humanity, Work with other volunteers to build houses for low-income families in Hanover County, VA, June 2017 – present.


ADDITIONAL INFORMATION

JEFFERSON A. LEONARD 804-232-8000 / jleonard@richmond.edu
Current Address: 1234 Briarcliff Place, Richmond, VA 23226
Permanent Address: 4321 Park Lane, Pittsburgh, PA 17777

EDUCATION

University of Richmond School of Law, Richmond, VA
Candidate for Juris Doctor, May 2021
GPA: 3.65 (Class Rank: Top 20%)
Honors: University of Richmond Law Review; Winner, Carrico Moot Court Competition; CALI Award for Excellence in Torts (highest grade in section)
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ADDITIONAL INFORMATION

Your Address  
City, State Zip

December 1, 2019

Contact Name  
Contact Title  
Employer Name  
Employer Street Address  
City, State Zip

Dear Mr./Ms. (NOT Mrs.)/Judge Last Name:

FIRST PARAGRAPH: State your class year and where you go to law school, and the position for which you are applying. Do not introduce yourself by name. Discuss your interest in or tie to the employer’s geographic area and your interest in this particular employer. If applicable, note the person who recommended that you contact the employer.

SECOND PARAGRAPH: Discuss how your qualifications, skills, and experiences fit the needs of the organization. Consider starting the paragraph with a strong topic sentence highlighting two or three main attributes or skill sets, and in the following sentences, cite examples bolstering these points. Be specific with your examples – describe what you have done in a previous experience and avoid generalities.

THIRD PARAGRAPH: Mention your desire for an interview and your availability. If you are applying through an on-campus recruitment program, note that you hope to meet them on the date of program. If the employer is not interviewing on campus, note when you will be in the area where the employer is located and that you would appreciate the opportunity to meet with the employer at that time. Even if you have not planned a trip, you can mention your willingness to travel to the city for the interview. Indicate that you look forward to speaking with them soon, and express appreciation for the employer’s consideration.

Sincerely,

Signature

Your Name Typed

Enclosure

Your cover letter should be one page only and have 1” margins on all sides.
When an employer asks for a grade list or transcript, you should request a copy of your transcript from the University Registrar. You should plan to submit an electronic version of this transcript, rather than a grade list or an unofficial list from BannerWeb.

To request a copy of your transcript, click here.

Be sure to allow plenty of time for the Registrar’s Office to process your request. You can request to receive your transcript in PDF format. Once received, download the file and add it to your documents library in Symplicity.

Note: Because of security features, such as the watermark, you should not print your transcript and then scan it. Doing so may cause the images to be distorted. If an employer requests a paper application, you may print out your transcript and include it with your application materials.

A sample transcript is included on the next three pages. You should include all pages when submitting your transcript with an application.

Note: Transcripts may be requested through the Registrar’s Office (registrar.richmond.edu) to be received in hard copy or electronically as a PDF. You should upload the transcript or create a grade list for use with all applications submitted through Symplicity. Always bring a copy of your transcript (unofficial is fine unless an employer specifically requests an official) to interviews.

Do not download a grade list from BannerWeb to submit to employers or upload in Symplicity.
Official Academic Transcript from

University of Richmond

Statement of Authenticity
This official academic transcript has been delivered to you through eSCRIP-SAFE, the Global Electronic Transcript Delivery Network, provided by Credentials eScrip-Safe, 9435 Waterstone Blvd, Suite 260, Cincinnati, OH 45249, 1-847-716-3805. Credentials eScrip-Safe has been appointed and serves as the designated delivery agent for this sending school, and verifies this sender is recognized by the accreditation source identified below.

This official academic transcript was requested, created, and released to the recipient following all applicable state and federal laws. It is a violation of federal privacy law to provide a copy of this official academic transcript to anyone other than the named recipient.

This PDF document includes: the cover page, the official academic transcript from the sending school, and the academic transcript legend guide.

The authenticity of the PDF document may be validated. A printed copy cannot be validated.

Questions regarding the content of the official academic transcript should be directed to the sending school.

Sending School Information
University of Richmond
Office of the University Registrar 28 Westhampton Way
Richmond, VA 23173
Telephone: 804-289-8401
School Web Page: http://www.richmond.edu/
Registrar Office Web Page: http://www.registrar.richmond.edu
Course Catalog Web Page: http://registrar.richmond.edu/catalogs/index.html
Accreditation: Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)

Student Information
Student Name:
Numeric Identifier:
Birth Date: Student
Email:

Receiver Information

Document Information
Transmitted On:
Transcript ID:

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Validate authenticity of the saved document at escrip-safe.com.

This document is intended for the above named receiver.
If you are not the identified receiver please notify the sending school immediately.

Transcripts marked 'Issued to Student' are intended for student use only.
Recipients should only accept academic transcripts directly from the sending school.
### Transcript

**Student No:**

**UR ID:**

**Date Issued:**

**Record of:**

**Course Level:** Law

**Only Admit:** Fall 2012

**Current Curriculum**

**Juris Doctor**

**College:** School of Law

**Major:** Law

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**TOTAL INSTITUTION**

- Ehrs: 15.00
- GPA Hrs: 15.00
- Points: 52.70
- GPA: 3.51

**TOTAL TRANSFER**

- Ehrs: 0.00
- GPA Hrs: 0.00
- Points: 0.00
- GPA: 0.00

**OVERALL**

- Ehrs: 15.00
- GPA Hrs: 15.00
- Points: 52.70
- GPA: 3.51

*************** END OF TRANSCRIPT ***************

**IN PROGRESS CREDITS 16.00**

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This PDF document may be validated. A printed copy cannot be validated. See attached cover page for additional information.

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**Susan D. Breeden, University Registrar**

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38
**COURSE CREDIT**

As of Fall 2008, the undergraduate divisions of the School of Arts and Sciences, the Robins School of Business and the Jepson School of Leadership Studies converted from semester hours to units. A 1-unit course is equivalent to 3.3 semester hours. For all other schools (and the above schools prior to Fall 2008), course credit is awarded on the semester hour system. Credit is determined by a variety of factors, including contact time with a faculty member in a formal setting and expectations of independent study work through a nominal 15-week semester.

**GRADING SYSTEM: since 1966**

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<tr>
<td>A</td>
<td>Excellent range B-</td>
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<tr>
<td>A-</td>
<td>Good range C-</td>
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<td>B</td>
<td>Poor range 1.3</td>
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<td>Poor range 0.7</td>
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* Effective Fall 2008 and between Spring 1989 and Summer 1992, an approved undergraduate course taken for graduate credit is designated by a course number below the 500 level followed by a G.
* Prior to 1966 the 3.0 system was used, A=3 etc.
* Prior to Fall 1988, "0" designated failure for excessive absence, and except for Law, "X" did not affect the GPA. Prior to Fall 2000, "X" did not affect the GPA of graduate students.
* Effective Summer 1992, graduate courses are transcribed separately from undergraduate courses. Prior to Summer 1992, courses numbered above the 400 level are graduate level unless otherwise indicated.
* Prior to Spring 1989, an approved undergraduate course taken for graduate credit is designated by a 400-level course number.

**THE T.C. WILLIAMS SCHOOL OF LAW**

* Effective Fall 2014, faculty policy provides for assignment of a mean grade of 3.3 in all classes.
* Prior to Fall 2014, faculty policy provides for assignment of median grades of B in all first-year classes.
* Prior to Fall 2001, faculty policy provides for assignment of median grades of B+ in all first-year classes.
* Prior to Spring 1992, faculty policy provides for assignment of median and mode grades of C+ in all required classes.
* The law degree was the Bachelor of Laws (LLB) through 1969, Juris Doctor (JD) thereafter. LLB recipients have been given the option to exchange the LLB designation for the JD.
* Effective 2016: 87 hours required for graduation.
* 1993 - 2015: 86 hours required for graduation.
* 1942 - 1945: 80 hours required for graduation.
* 1975 - Pres: Grading scale outlined above except A+ and D- are not awarded.

This transcript was delivered through the Credentials eScrip-Safe® Global Transcript Delivery Network. The original transcript is in electronic PDF form. The authenticity of the PDF document may be validated. A printed copy cannot be validated.
Sample Documents

Transcript

COLLEGE/SCHOOL NAMES
Prior to 1992, undergraduate liberal arts students were enrolled in and graduated from Richmond College or Westhampton College. Since Fall 1992, undergraduate students are enrolled in the School of Arts and Sciences, The E. Claiborne Robins School of Business, and the Jepson School of Leadership Studies. Richmond College and Westhampton College now serve as the undergraduate residential colleges. Effective Fall 1994, the name of the University College changed to the School of Continuing Studies. Effective Fall 2012, the name of the School of Continuing Studies changed to the School of Professional and Continuing Studies.

ACCREDITATION
The University of Richmond is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, and juris doctor degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of the University of Richmond. The University also is approved by the Virginia State Board of Education to offer teacher licensure programs. Various departments and divisions have more specialized accreditation. Included in this category are the chemistry program, accredited by the American Chemical Society; and the undergraduate teacher preparation programs and graduate certificate in teacher licensure program, accredited by the Teacher Education Accreditation Council. In addition, the Robins School of Business is accredited by the Association to Advance Collegiate Schools of Business International (AACSB) at the undergraduate and graduate levels, and the T.C. Williams School of Law is fully accredited by the recognized standardizing agencies in the United States, on the approved lists of the American Bar Association and a member of the Association of American Law Schools.

REPEATED COURSES
Repeated courses are noted to the right of the quality points earned for that course as follows:

I = earned hours included; calculated in GPA
A = earned hours excluded; calculated in GPA
E = earned hours excluded; not calculated in GPA

Consult the appropriate catalog for information on course repeat policies.

TRANSCRIPT VALIDATION
An official transcript is printed on secure paper with a blue background. When photocopied, the word COPY will appear. Further authentication may be obtained by calling the Office of the University Registrar.

GRADE POINT AVERAGE CALCULATION
The grade point average is calculated by dividing the total number of grade points earned by the total number of GPA hours. The grade point average is represented to two significant decimal points and truncated, not rounded. Transfer work does not calculate in the grade point average.

CONTINUING EDUCATION UNITS (CEUs)
The continuing education unit is used to recognize participation in non-credit classes, courses, and programs. The University of Richmond assigns CEU credit based on the SACS Commission on Colleges’ document C.E.U.: Guidelines and Criteria. Such non-credit courses are designated as “CE” level and have an “M” or “N” attached to the course number. They are graded as satisfactory/unsatisfactory and cannot be used to satisfy any requirements in any degree program.

RELEASE OF INFORMATION
This transcript cannot be released to any third party without the written consent of the student in accordance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). The message “Issued to Student” will be noted on the transcript when the transcript is provided directly to the student.
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WRITING SAMPLE

This writing sample is an excerpt from a 30-page paper for a course in First Amendment Law, submitted to Professor Cardozo in spring 2019. To comply with length requirements, I have omitted a section that compared other countries’ speech laws to the First Amendment.

(OR)

This memo was prepared for the second-year required Legal Research and Writing course. For space considerations, I have omitted the statement of facts from this writing sample. [statement of problem]

(OR)

Attached is an excerpt from a brief submitted to the Richmond Circuit Court on behalf of a client I represented through the Children’s Defense Clinic in the fall of 2018. Included are the statement of facts and my argument section. As supervising attorney, Professor Cardozo gave me feedback on the brief before submission, and gave me permission to use it as a writing sample. The writing is entirely my own. The client received a deferred disposition.

(OR)

This writing sample was taken from my brief for the spring 2017 Moot Court Competition. This excerpt is the first of two issues for which I was responsible.

(OR)

This writing sample is a memorandum submitted in July 2018 to [attorney name], my supervising attorney at Lawyer and Attorney, P.C., on the issue of [issue].

(OR)

The following is an excerpt from my note published in the winter 2019 edition of the Richmond Journal of Law and Technology.

(OR)

The attached writing sample is a bench brief submitted to Judge Chamberlain Haller during my summer 2018 internship in his chambers. It is submitted with his permission.

Note: A cover sheet is useful to provide your contact information (in the same format as your resume header), describe the origin and purpose of the writing sample (e.g., memorandum assigned in Law Skills, brief drafted for an employer), and truthfully state that it is your own work and that you have permission to submit the sample (if drafted for an employer).
Preparing for Interviews

Whether your interview is through an on-campus interview program (OCI), a career fair, or on-site at the employer’s office, some general rules for success apply. Learn as much as you can about the employer before the interview by conducting research on the employer’s mission, clients, practice areas, and people. Check with the CDO to see if there are other students or alumni who can give you tips about the specific employer or interviewer. Practice your interviewing skills with mock interviews, and seek advice from the CDO if you have questions. Prepare questions to ask the interviewer.

1. Be on time! In fact, arrive early. If the interview is on-site, make sure you know where you are going and have ample time to park. Be sure to act in a professional, friendly, and polite manner with everyone you interact with, including all administrative and recruiting staff.

2. Dress appropriately. See Interview Attire section below for details.

3. Be aware of your nonverbal communication. Mock interviews can help you catch unconscious habits and project confidence. Practice your handshake so that it is firm but not aggressive. Maintain eye contact when greeting and listening to the interviewer. Focus on the interviewer. Be a good listener. Avoid eye contact when sickness behavior (fidgeting, playing with a pen, moving/spinning in a chair with wheels, tapping fingernails, etc.).

4. Be aware of your verbal communication. Again, mock interviews can help you catch speech habits, including verbal tics (“y’know,” “actually,” “basically,” “like”) and voice tone (monotone or uptick at the end of sentences).

5. Review the resume you submitted to the interviewing employer. Interviewers will want you to expand on your resume descriptions. For each entry, know what you did and what you learned from the experience. Speak positively about your experiences and employers. Bring several copies of your application materials (resume, cover letter, writing sample, list of references, etc.) with you, in case an interviewer requests one.

6. Think about your skills, interests, and goals. Be honest with yourself about your strengths and weaknesses. Be prepared to explain why you applied to that employer and why the employer should hire you.

7. Think about your answers to common interview questions. You may wish to write your talking points, which may help you commit them to memory. Just be sure not to refer to your written notes during the interview, or to sound robotic. If there is a question that you hope you will not be asked, it is especially important to prepare an answer so that you are not caughtoff-guard.

8. Research the employer and your interviewer(s). Prepare a list of questions that you plan to ask the interviewer. The questions you ask can help demonstrate your knowledge, or allow you to highlight an experience or strength relevant to the employer.

9. Be prepared for the unexpected. You may have a strange interview, or even a bad interviewer. Prepare a response if you are asked a question that may be inappropriate. Sometimes interviewers get so caught up telling you about their employer that they forget to ask you questions. You will want to be prepared to navigate the conversation so that you have the opportunity to share information about yourself.

10. Even if the interviewer asks a brief/general question, do not give a brief response. Always take the opportunity to expand a bit and provide examples.

11. Remember that not only are you there to be interviewed, you also are there to interview the employer. You need to decide whether the employer is a good fit for you.

12. Do not take things personally. If the employer does not make an offer, know that you could have been very close to receiving one. It does not mean the interviewer did not like you. It just means that it was not the best fit at that time. You may have another opportunity later.
13. **Smile and show enthusiasm!** Sitting up straight, and even leaning slightly forward in your chair, shows you are engaged, energetic, and paying attention.

14. **Be yourself.** It is important to be the best version of your authentic self. Authenticity is key to succeeding in an interview, during the summer program (if applicable), and as a new employee.

15. **Send a thank you note.** Regardless of the interview format, follow up within a day with either an emailed or handwritten thank you note. Use the opportunity to convey your appreciation for the interviewer’s time, and perhaps touch on a discussion you had during the interview. End the note by reiterating your interest in the position. If you are writing to more than one interviewer, each note should be personalized. To determine whether email or U.S. mail is more appropriate, ask your interviewer about the timing for second-round interview and offer decisions. If the employer will be making decisions in the next 1 – 3 days, email is best. If you hand write a note, be sure to use professional looking stationary and neat handwriting.

**Interview Attire**

The legal market is generally conservative and competitive. Your interview attire should contribute positively to the image of your professionalism and attention to detail. Think of your interview suit as an investment in your future. Although employers have many different office dress codes, it is safest to err on the side of dressing conservatively for an interview. See your career advisor for guidance tailored to your particular situation.

- Most traditional employers expect interviewees to wear a matching business suit. The suit ideally should be black (for women only), navy, or a dark charcoal color. Lighter colors such as light grays and tans should be avoided. Pinstripes may be acceptable, but must be very subtle (thin and faint). Skirts should be of appropriate length (at or below the knee), and most conservatively accompanied with pantyhose. No ¾ sleeve jackets or pencil pants. Pantsuits are appropriate for all interviewees. Be sure your suit is tailored to fit properly.

- A button down shirt or shell (for women) is appropriate underneath your suit jacket. Make sure your shirt is not gapping or cut too low. Shirts should be white or light blue for men, with the collar buttoned down or with collar stays. Button down shirts for women in white or light colors work best. Shells in solids or subtle patterns work well also. Everything should be pressed and free of wrinkles.

- Ties should be conservative with a subtle pattern or stripe, featuring only several colors. Ideally the background color is neutral, such as navy or burgundy.

- Shoes for women should be closed toe with a modest heel. Shoes for men should be laced up dress shoes with dark socks. Socks for men should be over the calf and match your pants. Shoes should be polished and in good condition. Boots and casual shoes should be avoided.

- Hair should be neat, clean and dry. Preferably men should be clean shaven.

- Jewelry should be minimal and tasteful.

- Nails should be trimmed and either without polish or with a neutral nail color.

- Bring your padfolio only or a small and professional purse. No large bags or backpacks.

- Avoid cologne, perfume and scented lotions. Do not smoke in your interview attire.

- Phones should be turned off and in your car or bag.

**Common Interview Questions**

Employers often ask similar questions, intended to find out if you will be a good fit for their workplace or well suited for their practice. Some questions may be specific to a particular area of law. Occasionally, employers ask questions about a recent Supreme Court case, the Constitution, or even a hypothetical—either to test your legal knowledge, or get a sense of how you react under pressure. Stay cool—it is ok to pause briefly to collect your thoughts! Questions commonly asked by employers include:

- Why did you decide to go to law school? Did you know what area of law you wanted to practice before you started? Has this changed? Why did you choose to attend Richmond?

- What classes do you enjoy the most? The least? Is there a parallel between your academic performance and your interest in a particular course?
• What is your impression of your grades? Do you think that grades in law school are indicative of one's substantive mastery of a topic or potential as a lawyer?
• What would you be doing if you were not in law school?
• Tell me about yourself. How would you describe yourself in three sentences?
• Where are you from? How did you end up in Richmond?
• How has your previous work experience prepared you for practice? If I called your most recent employer, what three things would he or she be most likely to say about you?
• Tell me about what you are doing/did this summer. Tell me about one particularly challenging/interesting research project. What did you like most/least about this experience? What skills were you able to use/develop through your work? Why did you choose this particular job?
• What experience have you had with clients? Do you interact with people who may be challenging? How would you feel about representing an unpopular client?
• What are your short-range and long-range goals and objectives? When and why did you establish these goals, and how do you plan on achieving them?
• What practice areas are of interest to you? What interests you about our practice area?
• What do you see yourself doing in 5 or 10 years? Where do you want to be in your career/life?
• Have you made a decision as to the geographic area in which you ultimately wish to practice? Why have you selected this city? What ties do you have to our area?
• Why did you pick your undergraduate institution? Why did you pick your undergraduate major? In retrospect, what are the pros and cons of your major as preparation for law school (or the practice of law)?
• How would you describe your ideal job after graduation?
• Why are you interested in working at our firm or organization?
• We have many qualified applicants; why should we hire you? What distinguishes you from your University of Richmond classmates and/or other law students?
• Do you have other job offers? Where else are you looking? Where else are you interviewing?
• What are your greatest strengths? Greatest weaknesses?
• What qualities do you have that will make you a successful lawyer?
• What does it take to be a good manager? In what kind of environment are you most comfortable?
• What motivates you to put forth your greatest effort? What two or three accomplishments have given you the most satisfaction? Why?
• How do you work under pressure?
• How would you describe success?
• What is the greatest obstacle you have had to overcome in your life/career? Tell me about a challenging situation you faced, and how you handled it.
• What are your interests outside of work and school?
• What is not obvious from your resume that you would like to share? How does that experience or aspect of your background reflect your unique qualities and capabilities?
• What questions would you like to ask me?

Sample Behavioral Interview Questions:
Some interviewers ask questions aimed at learning how you might behave in the workplace. These questions provide an opportunity for you to sell yourself to the employer. Even if you are not asked any of these questions, have a narrative prepared to help you answer those “what are your strengths/weaknesses” questions.

• Describe a situation in which you had to work with a difficult team member.
• Discuss a recent experience when you had to work under pressure and make decisions quickly without complete information.
• Talk about how you have dealt with communication problems with a co-worker.
• Describe a time when you received constructive feedback on your work.
• Describe a situation where you had to persuade your colleagues or others that following your recommendation was the correct course of action.
• Give an example of a situation where you used good judgment and logic to solve a problem.
• Tell me how you prioritize your workload and juggle multiple projects and deadlines.
• Describe how you would respond if a supervisor asked you to do something unethical.

What are employers looking for?
What employers want to learn from your responses may not be obvious. How you frame your answer is important. Employers are often looking for answers that:

• Indicate self-awareness and demonstrate what kind of employee you are likely to be.
• Demonstrate your communication skills and ability to work well with others.
• Reveal passion about something: an area of law, working with clients, learning new things, serving a particular mission.
• Show intellectual curiosity and engagement.
• Indicate professionalism.
• Show confidence, without cockiness or arrogance.
• Show concern and respect for clients.
• Demonstrate a realistic understanding of law practice and economic realities.
• Indicate personality factors that may make you suited to the particular culture and environment of the workplace—i.e., are you friendly and easy to get along with? Do you relate easily to people? Are you respectful to others?

Some Questions to Ask a Prospective Employer:
The questions you ask may depend on the position for which you are applying. In most cases, you will want your questions to demonstrate your existing knowledge of an employer: avoid asking questions that could be answered by looking at an employer’s website! Questions should demonstrate an understanding of the employer’s practice areas and an eagerness to understand how you can contribute and be successful there. Ask open-ended questions that show a real interest in the employer. If you are applying for a permanent position, you may ask questions about the workplace, and opportunities for training and advancement. Avoid asking about compensation or benefits until you have received an offer and reached the negotiation stage.

• What matters or cases are you (the interviewer) involved in now? What kinds of work have you done since you started working for the employer?
• What do you enjoy most about your work?
• What is a “typical” day at work here? What kinds of clients, cases, or projects are most typical of your office?
• What training is available for summer? How are interns supervised?
• What are the key characteristics of a successful summer associate or intern?
• Please describe the mentoring system for summer associates or interns. How should summer associates or interns seek feedback?
• Are there opportunities to learn about work in other sections?
• How is work assigned to summer associates or interns? Are summer associates or interns placed with particular practice groups, or do they rotate through different areas?
• What is the firm’s pro bono policy? Does the firm encourage new attorneys to participate in the local bar associations and community organizations?
• What are the plans for the firm’s or organization’s future? How might a summer associate/intern/new attorney help achieve organizational goals?
• What would you say is the biggest success that your office has achieved?
• What practice areas are growing?
• What is the biggest challenge your office now faces? How would you expect a summer intern or new attorney to be involved?
• How do you evaluate and provide feedback to attorneys? How do attorneys advance?
• What is the organization’s history in hiring summer associates or interns into post-graduate positions?
• What are the next steps in the interview process?

**Responding to poor or inappropriate questions**

Sometimes employers may ask questions that are inappropriate or even illegal. Employers should not ask about your age, national origin, religious affiliation, marital status, health, physical condition, political views, or family situation, unless they are bona fide occupational qualifications—for instance, if you are applying for a job at a religious or political organization. Although most hiring attorneys know what questions they must avoid, many do not. If you are asked a question that you feel is an improper inquiry, remain polite and tactful, deflect the question, and redirect the conversation by talking about your accomplishments, or asking one of your prepared questions. If you are asked an inappropriate or impermissible question in an interview, notify the CDO.
Recruitment Programs Overview

Each spring, the University of Richmond School of Law invites large, mid-size and small law firms; corporations; federal, state and local government agencies; and non-profit organizations to interview students. The CDO plays an active role in the recruitment process through coordinating employer participation, managing the application process, and hosting representatives of employers for interviews.

Spring On-Campus Interview Program

Begins January 28, 2020
University of Richmond Law School

The CDO hosts a small On-Campus Interview Program (OCI) in early spring for first, second and third-year students. A majority of the employers who participate in the program are interested in interviewing first-year students for summer associate and intern positions.

The OCI program is run through the Richmond Law Symplicity system. The interview weeks are divided into “Sessions.”

Spring OCI 2020 Interview Session Schedule


You must have a resume uploaded in the UR Law Symplicity system to apply to employers participating in the Spring OCI program. Any additional documents required must be prepared and uploaded as well. The following deadlines pertain to the program.

Week 1 deadline: January 19.
Week 2 deadline: January 26.
Week 3 deadline: February 2.
Week 4 deadline: February 9.

- Once the application deadline has passed, a resume booklet comprised of all student applications is emailed to the employer for review.
- Employers have a period of time in which to make preselect and alternate selections.
- Employers preselect 100% of the interviewees.
- Once the interviewee selections are received from the employer, students will receive an email to check their status in Symplicity.

-Students selected for an interview will have an interview time assigned.
Because interview schedules are developed according to each employer’s preferred times, you may be required to miss class for a screening or callback interview, and your interview time may change to accommodate an employer’s schedule.

Students are encouraged to research employers carefully and to submit applications only to those employers in which they have a sincere interest. The CDO requires all students participating in its programs attend all scheduled interviews unless an offer of employment has been accepted. Failure to
attend a scheduled interview prevents an alternate from filling the vacant interview slot, thus depriving another student of an interview opportunity and wasting employer time. Further, these situations reflect poorly on you individually, on your student colleagues, on the CDO, and may impact the School of Law's relationship with employers. Because employers and students are so adversely affected, the CDO maintains a strictly enforced policy on late cancellations and no-shows.

In 2019, the following employers registered to interview on-campus or requested resume booklets from students for the Spring OCI program:

- CarMax, Inc. (Richmond, VA) 1Ls/2Ls.
- Crenshaw, Ware & Martin, P.L.C. (Norfolk, VA) – 2Ls.
- Fayad Law, P.C. (Richmond, VA) – 3Ls.
- Hancock Daniel & Johnson, P.C. (Richmond, VA) – 1Ls/2Ls.
- Kaufman & Canoles (Norfolk, VA) – 1Ls.
- Keller Law Group (Virginia Beach, VA) – 1Ls/2Ls.
- Lenhart Pettit (Harrisonburg and Charlottesville, VA) – 1Ls.
- Ogletree Deakins Nash Smoak & Stewart, P.C. (Richmond, VA) – 1Ls.
- Rawls Law Group (Richmond, VA) – 1Ls/2Ls.
- Spilman Thomas and Battle, PLLC (Charleston, WV) – 1Ls.
- Steptoe & Johnson, P.C. (Charleston, WV) – 1Ls.
- Suntrust Bank (Richmond, VA) – 1Ls.
- Wilcox & Savage, P.C. (Norfolk, VA) – 1Ls.
The Commonwealth Law School Consortium (CLSC) Government and Public Interest Interview Program is held in conjunction with William & Mary and Washington & Lee law schools, and provides opportunities primarily for first and second-year law students. Government and public interest employers conduct interviews for summer employment opportunities on campus in the Tyler Haynes Commons.

The student application period opens on December 9, 2019, and the application deadline is January 15, 2020. Students are notified of their interview status on January 28, 2020.

All interview times are assigned randomly and students must be available to interview with all employers they receive interviews from during the time period of 9:00 a.m. – 5:00 p.m. on the day of the interview program.

Because interview schedules are developed according to each employer's preferred times, you may be required to miss class for an interview and your interview time may change to accommodate an employer's schedule.

In 2019, the following employers registered to interview at the program or requested a resume booklet:

- American Diabetes Association (Arlington, VA) – 1L/2L
- Ayuda (Falls Church, VA) - 1L/2L
- Blue Ridge Legal Services (Harrisonburg, VA) - 1L/2L
- Brunswick County Commonwealth’s Attorney’s Office (Lawrenceville, VA) - 1L/2L
- CancerLINC (Richmond, VA) - 1L/2L
- Central Virginia Legal Aid Society (Charlottesville, Richmond, Petersburg, VA) - 1L/2L
- Charlottesville-Albemarle Public Defender’s Office (Charlottesville, VA) - 1L/2L
- Chesapeake Bay Foundation (Richmond, VA) – 1L/2L
- Chesapeake Legal Alliance (Annapolis, MD) - 1L/2L
- Chesterfield County Attorney’s Office (Chesterfield, VA) - 2L
- Colonial Heights Commonwealth’s Attorney’s Office (Colonial Heights, VA) - 1L/2L
- Commonwealth of Virginia Office of the Governor (Richmond, VA) - 1L/2L
- Commonwealth’s Attorney’s Office - Fredericksburg (Fredericksburg, VA) - 1L/2L
- Commonwealth’s Attorney’s Office - Gloucester (Gloucester, VA) - 1L
- Commonwealth’s Attorney’s Office - Hampton (Hampton, VA) - 1L/2L
- Commonwealth’s Attorney’s Office – King George (King George, VA) - 1L/2L
- Commonwealth’s Attorney’s Office – Newport News (Newport News, VA) – 1L/2L
- Commonwealth’s Attorney’s Office – Lexington/Rockbridge (Lexington, VA) - 1L/2L
- Commonwealth’s Attorney’s Office - Spotsylvania County (Spotsylvania, VA) - 1L/2L
- Commonwealth’s Attorney’s Office – York Poquoson (Yorktown, VA) - 1L/2L
- Community Tax Law Project (Richmond, VA) - 1L/2L
- D.C. Department of Insurance, Securities and Banking (Washington, DC) – 1L/2L
- Delaware Department of Justice (Wilmington, DE) – 1L
- Departmental Appeals Board, U.S. Department of Health & Human Services (Washington, DC) – 1L/2L
- Department of Justice – Office of the Pardon Attorney (Washington, DC) – 1L/2L
- DHRM Office of Equity, Diversity & Inclusion (Richmond, VA) – 1L/2L
- disAbility Law Center of Virginia (Richmond VA) - 1L/2L
- Federal Emergency Management Agency (Washington, DC) - 1L/2L
- Federal Public Defender Eastern District of Virginia (Alexandria, Norfolk, Richmond VA) - 1L/2L
- Federal Public Defender Western District of Virginia (Charlottesville, VA) - 2L
- Federal Trade Commission, Bureau of Competition (Washington, DC) - 1L
- Fredericksburg City Attorney’s Office (Fredericksburg, VA) - 1L/2L
- Goochland County Attorney’s Office (Goochland, VA) - 1L/2L.
Hampton City Attorney’s Office (Hampton, VA) - 1L/2L.
Henrico County Attorney’s Office (Henrico, VA) – 1L/2L.
James City County Attorney’s Office (Williamsburg, VA) - 1L/2L.
Joint Legislative Audit and Review Commission (Richmond, VA) – 3L.
Legal Aid Justice Center (Charlottesville, Falls Church, Richmond, VA) - 1L/2L.
Legal Aid Society of Eastern Virginia (Norfolk, VA) - 1L/2L.
Legal Aid Works (Fredericksburg, VA) - 1L/2L.
Legal Services of Northern Virginia (Arlington, VA) - 1L/2L.
Maryland Office of the Attorney General (Baltimore, MD) - 1L/2L.
NARAL Pro-Choice Virginia (Richmond, VA) - 1L/2L.
National Juvenile Defender Center (Washington, DC) - 1L/2L.
National Labor Relations Board, Region Five (Baltimore, MD / Washington, DC) - 1L/2L.
Peace Corps Office of the General Counsel (Washington, DC) – 1L/2L.
Pennsylvania Office of Consumer Advocate (Harrisburg, PA) – 3L.
Prince William County Attorney’s Office (Prince William, VA) - 1L/2L.
Public Defender – Arlington County and Falls Church (Arlington, VA) - 1L/2L.
Public Defender – City of Richmond (Richmond, VA) – 1L/2L.
Public Defender – Fairfax County (Fairfax, VA) - 1L/2L.
Public Defender – Fauquier and Rappahannock (Warrenton, VA) – 1L/2L.
Public Defender – Franklin (Franklin, VA) - 1L/2L.
Public Defender – Fredericksburg (Fredericksburg, VA) - 1L/2L.
Public Defender – Hampton (Hampton, VA) - 1L/2L.
Public Defender – Newport News (Newport News, VA) - 1L/2L.
Public Defender – Norfolk (Norfolk, VA) – 1L/2L.
Public Defender – Suffolk (Suffolk, VA) - 1L/2L.
Richmond Police Department, Office of General Counsel (Richmond, VA) – 1L/2L.
Southwest Virginia Legal Aid (Castlewood, VA) – 1L/2L.
Spotsylvania County Attorney’s Office (Spotsylvania, VA) – 2L.
Suffolk City Attorney’s Office (Suffolk, VA) – 1L/2L.
Supreme Court of Virginia, Office of the Chief Staff Attorney (Richmond, VA) - 1L/2L.
State Attorney’s Office, 20th Judicial Circuit (Fort Myers, FL) – 2L/3L.
State Attorney’s Office for Montgomery County (Rockville, MD) – 1L/2L.
The Department of Veterans Affairs – Office of District Counsel (Hampton, VA) - 1L/2L.
U.S. Army Corps of Engineers, Middle East District (Winchester, VA) - 1L/2L.
U.S. Attorney’s Office EDVA (Newport News, VA) - 1L/2L.
U.S. Attorney’s Office EDVA (Richmond, VA) - 2L.
U.S. Coast Guard JAG (nationwide) – 1L/2L.
U.S. Department of Health and Human Services Office of General Counsel (Washington, DC) - 1L/2L.
U.S. Department of Labor, Office of Administrative Law Judges (Newport News, VA) - 2L.
U.S. Environmental Protection Agency (Washington, DC) – 1L/2L.
U.S. Small Business Administration, Office of General Counsel (Washington, DC) - 1L/2L.
Virginia Beach City Attorney’s Office (Virginia Beach, VA) - 1L/2L.
Virginia Capital Representation Resource Center (Charlottesville, VA) - 1L/2L.
Virginia Coalition for Open Government (Williamsburg, VA) - 1L.
Virginia Commission on Youth (Richmond, VA) – 1L/2L.
Virginia Department of Corrections (Richmond, VA) – 1L/2L.
Virginia Department of Criminal Justice Services (Richmond, VA) - 1L/2L.
Virginia Department of Environmental Quality (Richmond, VA) - 1L/2L.
Virginia Department of Juvenile Justice (Richmond, VA) – 2L.
Virginia Department of Labor & Industry (Richmond VA) - 1L/2L.
Virginia Department of Motor Vehicles, Legislative and Legal Services (Richmond, VA) - 1L/2L.
Virginia Department of Social Services, Appeals and Fair Hearing Unit (Richmond, VA) - 1L/2L.
Virginia Department of Medical Assistance Services (Richmond, VA) - 1L/2L.
Virginia Department of Veterans Services (Roanoke, VA) – 2L.
Virginia Indigent Defense Commission (Richmond VA) - 1L/2L.
Virginia Office of the Attorney General (Richmond, VA) - 1L/2L.
The Association of Corporate Counsel National Capital Region
Corporate Scholars Program

The Association of Corporate Counsel National Capital Region (ACCNCR) Corporate Scholars Program provides first and second-year students summer employment in corporate legal departments throughout the region.

The Corporate Scholars Program is designed to give students meaningful exposure to in-house practice. This is also a “diversity pipeline” program. Opportunities are solicited from general counsels who are ACCNCR members. The companies and organizations that have participated during previous summers include:

- American Red Cross
- Apex Systems Inc.
- Avaya Inc.
- Capital One
- Carey International
- Choice Hotels International
- General Dynamics Mission Systems
- MAG Aerospace
- Markel Corporation
- NewMarket Corporation
- National Geographic Society
- Public Broadcasting Service
- Rosetta Stone
- Sodexo
- Sandy Spring Bank
- Special Olympics
- Truth Initiative
- Verizon Business
- VOX Media
- World Resource Institute

Opportunities will last for ten (10) weeks, starting on or about June 1, 2020. Students will be paid at least $10,000 (less applicable income taxes and other deductions) over the course of employment by their host organizations.

An online application for the ACCNCR Corporate Scholars Program will be available late October and the application deadline is in mid-January.
Summer/Fall 2020 Interview Programs

Richmond Law students will have the opportunity to submit applications for the following interview programs during summer/fall 2020. Students who participate in off-site interview programs are responsible for their own travel expenses, including registration fees, which are required for many of the programs.

Southeastern Minority Job Fair
July 2020
Atlanta, GA

At the Southeastern Minority Job Fair (SEMJF), legal employers nationwide interview rising second and third-year law students, as well as recent graduates, from 50+ law schools. In past years, approximately 140 employers have interviewed over 900 students during the two-day job fair. Student registration for SEMJF is a two-step process. Students who wish to participate must first pre-register through the Richmond Law Symplicity job portal between the end of March and mid-April. In mid-April, only pre-registered students will receive a login and password from the SEMJF administrator to view employers and submit applications through the SEMJF Symplicity system from the middle of May through the end of the month.

Students who would like to learn more about SEMJF and hear from students who attended last summer should plan to attend the information session on Wednesday, March 18, from 12:00 – 12:45 pm.

Southeastern Intellectual Property Job Fair
Late July 2020
Georgia State University - Atlanta, GA

The Southeastern Intellectual Property Job Fair (SIPJF) is the largest IP job fair in the region. The job fair spans across all industries and types of organizations and encompasses all areas of intellectual property, including litigation, transactional work and prosecution. Students may preview employers and register for the program between the end of April and early May. Then, from mid-May through the end of May, students may apply to the employers who have registered to participate in the program.

Loyola Patent Law Interview Program
July 23 and 24, 2020
Embassy Suites Chicago - Chicago, IL

The Loyola Patent Law Interview Program is a two-day interview program held in Chicago for students with undergraduate or graduate degrees in engineering or a technical science. Students do not need to be patent bar eligible to register, although a vast majority of employers participating in the program seek patent bar eligible students. Student registration for the 2020 program will begin early February 2020 and end early March 2020.

New England Interview Program (NEIP)
August 7, 2020
The Regus - Boston, MA

The New England Interview Program, a collaborative effort of nine regional law schools, is held mid-August in Boston and provides an opportunity for first and second-year students to interview with several prominent northeast law firms.
Fall On-Campus Interview Program
Begins August 4, 2020
University of Richmond Law School

The CDO hosts the Early Fall On-Campus Interview Program in late summer and early fall for second and third-year students. **Note that interviews begin two weeks before the start of fall semester classes.** A majority of the employers who participate in the program are interested in interviewing second-year students for summer associate positions. Third-year students interview for part-time, school year and post-graduate positions. Students must be available to interview on-campus on the date the employer schedules an interview.
Summer Public Service Fellowship Program

Through the Summer Public Service Fellowship Program, the School of Law will provide summer funding for students working in qualifying positions in the public sector. Qualifying positions include law-related work within government agencies, non-profit organizations, and the judiciary. Each student who secures qualifying public sector summer employment and meets all program requirements is guaranteed to receive one summer fellowship during their academic career at the School of Law. For summer 2020, fellowships will be $3500 for eight weeks of full-time work.

Other Summer Funding Resources

Each of the following summer fellowships and stipends available for law students has a different emphasis and deadline. Contact your career advisor for assistance with your application. Check the respective websites periodically to determine when the 2020 deadlines are posted. For guidance, listed below are the 2019 deadlines for programs that have not posted 2020 deadlines.

ABA John J. Curtin Jr. Justice Fund Summer Legal Internship Program
The Curtin Justice Fund Legal Internship Program provides stipends for students who spend the summer months working for a bar association or legal services program designed to prevent homelessness or assist homeless or indigent clients or their advocates. These students should have a position offered, contingent on funding, from a qualified organization. The Program will pay a $3,500 stipend to three law school students. Last year the deadline was March 29, 2019.
https://www.americanbar.org/groups/public_services/homelessness_poverty/john_j_curtin_jr_fellowship1.html

ABA Section of Business Law Diversity Clerkship Program
Encourages students to pursue clerkship opportunities and gain exposure to careers in the practice of business law. During the internship, there will be both substantive programming and networking opportunities. To be eligible, students must have completed their first or second year of law school at the start of the internship. Selected students receive a $6,000 stipend. The deadline last year was January 7, 2019.
https://www.americanbar.org/groups/business_law/initiatives_awards/diversity.html

ABA Section of Litigation Judicial Intern Opportunity Program
This program offers $2000 for 1L or 2L diverse law students working a minimum of six weeks with a judge or court. The deadline is January 10, 2020.
https://www.americanbar.org/groups/litigation/committees/jiop/program.html

AFL-CIO Law Student Union Summer
A ten-week internship program for law students that combines front-line legal work with grassroots organizing in real, on-going campaigns by AFL-CIO unions in various regions of the country. Weekly stipend of $600. Transportation and housing costs are also covered. The internship begins in late May and ends in early August. Last year the deadline was in January 18, 2019. https://aflcio.org/about/programs/law-student-union-summer

Boren Fellowship
This fellowship is intended to support graduate students who are planning to go into federal employment after graduation in an agency relating to national security such as the State Department, Department of Homeland Security, or the Department of Justice. The fellowship is designed to create competency in languages and countries in areas of the world including the Middle East, Eastern Europe, Africa, Asia, and Central and South America. Amount of fellowship depends on factors such as length of program. The deadline to apply is January 29, 2020.
https://www.borenawards.org/fellowships/boren-fellowship-basics
The Center for Constitutional Rights Ella Baker Summer Internship Program
This program supports aspiring social justice lawyers. Ella Baker interns work at the New York City office on cases in three docket areas: Government Misconduct/Racial Justice, Guantanamo Global Justice Initiative and International Human Rights. Interns work under the direct supervision of attorneys and participate in weekly educational seminars. Topics range from litigation skills, theories of social change, and guest lectures by noted local organizers & activists. The deadline is December 30, 2019.
https://ccrjustice.org/ella-baker-summer-internship-program

Equal Justice America Legal Service Fellowships
EJA funds law students working with organizations that deliver civil legal services. Up to $4,000 stipend. Last year the deadline was March 26, 2019.
http://equaljusticeamerica.org/applyforfellowship.htm

Federal Communications Bar Association Robert E. Lee Scholarship and Internship Fund
The FCBA awards summer stipends to law students employed as unpaid summer interns in positions with the FCC and other government agencies or entities with jurisdiction over the communications industry (i.e., broadcasting, cable television, telephony, satellite and information technology). Stipend is $5,000. Last year the deadline was March 27, 2019. Information on how to apply for the 2019 program will be available in December or January.
http://www.fcba.org/foundation/programs/internship-stipends-for-law-students/

Goodwin Procter Public Interest Fellowship for Law Students of Color
The Goodwin 1L Diversity Fellowships provide first-year law students from underrepresented backgrounds with awards of $10,000 each to help cover expenses while working in a public interest law position during the summer after their first year of law school. Applicants must be a full-time, currently enrolled first-year students of color who are pursuing a Juris Doctor degree at an ABA-accredited law school. Students receive an interview for a second-year summer associate position at Goodwin Proctor. Last year the deadline was late February 2019.
https://www.goodwinlaw.com/careers/diversity-fellowships#1L

Google Policy Fellowship
Fellows will have the opportunity to work at public interest organizations at the forefront of debates on broadband and access policy, content regulation, copyright and trademark reform, consumer privacy, open government, and more. Fellows will receive a stipend of $7,500 for 10 weeks. Various Locations. Last year the deadline was February 15, 2019.
https://www.google.com/policyfellowship/

Haywood Burns Memorial Fellowship for Social and Economic Justice
Students apply for an internship with a sponsoring organization, or may submit a proposal for a student-initiated project. The stipend will be $2000. The stipend may be supplemented with work-study grants and student fellowships. Fellows are required to work full-time for 10 weeks. Starting and ending dates are negotiated between the fellow and the project. Last year the deadline was in early January 2019.
https://www.nlg.org/fellowships/

Judicial Resources Committee of the United States Judicial Conference and Just The Beginning Summer Judicial Internship Program
The program provides summer judicial internships for highly-qualified minority, underrepresented, and economically disadvantaged law students. The Project is national in scope and will place 75 students as judicial interns in federal appellate, district, bankruptcy, and magistrate judges’ chambers across the country. Last year the deadline was April 26, 2019.
https://jtb.org/summer-judicial-internship-diversity-project-for-law-students/

Massachusetts Bar Foundation Intern Fellowship Program
Awards stipends of $6,000 each to law students who intern during the summer months at nonprofit organizations providing civil legal services to low-income clients in Massachusetts. The deadline is March 13, 2020.
http://www.massbarfoundation.org/legal-intern-fellowship-program/
Public Interest Law Initiative
PILI’s Law Student Internship Program connects law students from across the country with 25 approved legal service agencies in Illinois. Interns work 400 hours full-time during the summer. Students receive a stipend of $6,000. The application period opens on November 1, 2019. Applications are accepted on a rolling basis until hiring is complete.
http://pili.org/internships/summer

Robert Masur Fellowship in Civil Liberties, The Nation Institute
The Masur Fellowship enables a first-year law student to pursue summer activities in the practice areas of civil rights or civil liberties. $2,000 honorarium. Last year the deadline was in April 2019.
https://typemediacenter.org/robert-masur/

Peggy Browning Fund Summer Internship
The Peggy Browning Fund will support between 80 funded Summer Fellowships in labor-related organizations throughout the United States. Minimum $6,000 stipend for 10 weeks. Last year the deadline was in January 2020.
https://www.peggybrowningfund.org/fellowships/for-law-students

Pride Law Fund Summer Fellowship
Pride Law Fund offers the Steven Richter Fellowship. The Steven Richter Fellowship supports direct legal services and projects on issues of concern to individuals with HIV or AIDS. The Richter Fellowship is not limited to law students or legal projects and provides a stipend of $2,500. Last year the deadline was in April 2019.
http://www.pridelawfund.org/fellowships/summer-fellowships

QLaw Summer Public Interest Grant Program
The GLBT Bar Association of Washington State (“QLaw”) will sponsor summer internships for law students serving the lesbian, gay, bisexual, and transgender (“LGBT”) community or people with HIV/AIDS. The award consists of a maximum of $7,500 for 10 weeks, full-time. Last year the deadline was in late January 2019.
http://www.qlawfoundation.org/sher-kung-fellowship.html

Williams Institute and Gleason Kettel Summer Law Fellowship
$5,000 stipend to spend the summer working with the Williams Institute. Projects focus on law and policy issues impacting LGBT people. Last year the deadline was in February 2019.
https://williamsinstitute.law.ucla.edu/summer-fellowships/
Advice on Getting a 1L Summer Job

Upperclass students have valuable advice to share about the first-year summer employment search. Below are comments from 2Ls and 3Ls about their search for judicial internships and positions in government agencies, public interest organizations, law firms, corporations and academic research:

Judicial Internships

Employer: Federal Magistrate Judge
Location: Richmond, Virginia
Compensation: Unpaid, but received the Richmond Law Summer Fellowship
Timing: Applied January 1L year; secured employment by mid-February
How I Got the Job: Symplicity Posting
Advice for 1Ls: You never know when meeting a practitioner can be an informal interview of sorts; I met my judge at a meet-and-greet that followed a talk he’d given at the law school, before I’d even seen his listing on Symplicity. He later told me that when my resume came across his desk he pulled it immediately for a formal interview, because I’d made a strong impression at our previous meeting. So always comport yourself professionally, and take every opportunity to meet and speak to practitioners whenever they come to the law school. Also, in addition to CDO, utilize your Law Skills professors for cover letter proofing. They know their stuff.

Employer: Federal District Court Judge and Federal Magistrate Judge
Location: Richmond, Virginia
Compensation: Unpaid, but received the Richmond Law Summer Fellowship
Timing: One judge in February, the other in March
How I Got the Job: One by submitting my application to the CDO, who passed all Richmond Law applications on to the judge. The other I learned of from the judge's clerk, who was also my mentor through RWL. She kept me apprised of the deadlines, and I sent that application directly to the judge.
Advice: Talk with any and everyone you know about summer employment. You don't want to drop names obnoxiously, but a personal connection to an employer, or simply hearing about a job from someone you know, can help you in the selection process. So use it! One of my internships came through my RWL membership, and the other came because the CDO kept me apprised of deadlines, collected applications, and sent them to the judge. While I didn't end up taking a job through the Government & Public Interest Interview Program, I did interview with several employers through that process. It was good interview practice, and I learned about offices and legal work that may interest me later in my legal career. That said, I was surprised how few interviews I got for that program. I guess the lesson there is to cast a rather wide net for the GPIIP, but look elsewhere too. Final piece of advice: get applications in early. One application I mailed to an employer was lost in the mail. Luckily, it was an employer where I knew someone in the office who got in touch with me when she noticed my application had not come in. I was able to email my application materials to her and still be considered for the internship. If I did it all over again, I would send in my application at least a week in advance of the deadline and politely contact the employer to confirm receipt.

Employer: Federal District Court Judge
Location: Richmond, Virginia
Compensation: Unpaid, but received the Richmond Law Summer Fellowship
Timing: Late December, early January
How I Got the Job: Connection through family friend, reconnected at on-campus event
Advice: Don't be afraid to use all of the connections you have, but use them in the right way. (CDO is helpful for this strategy.) Have at least three other people proofread your materials. During interviews, be yourself, but don’t just say what you think they want you to say.
Employer: County District Judges, County Public Defender’s Office  
Location: Wilmington, North Carolina  
Compensation: Unpaid, but received the Richmond Law Summer Fellowship  
Timing: After the OCI. I didn't click with any of the jobs I interviewed with as most were looking for people who had their third-year practice certificate.

How I Got the Job: A family friend forwarded my resume to one of the district court judges who wanted me to get exposure to both the prosecutor’s office and the public defender’s office in addition to the court.

Advice: Take advantage of all of the programs the CDO provides, especially the mock interview preparation. As much as it stinks to watch yourself on camera, it is a great help to have someone point out to you the flaws in your answers or any tics that you might not be aware of. Participate in extracurricular activities. Everyone in law school is smart. If you weren't, you wouldn't be in law school. If you aren't blessed to be ranked in the top 10%, then you need to find something that you are passionate about, something that makes you different than the 20 other people that employer interviewed that day. Stand out, but in a good way.

Employer: Juvenile & Domestic Relations Court Judge  
Location: Richmond, Virginia  
Compensation: Unpaid, but received the Richmond Law Summer Fellowship  
Timing: Late April/Early May  
How I Got the Job: I made the connection with the judge through my TA in law skills, who had also worked for her the summer before.

Advice: To work in that court (unless you do a clinical placement), your best bet is to know someone who has interned.

Government Agencies

Employer: State attorney general’s office  
Location: Albuquerque, New Mexico  
Compensation: Unpaid, but received the Richmond Law Summer Fellowship  
Timing: Late February  
How I Got the Job: I made a list of employers who came to GPIIP and spring OCI then researched counterparts in my home state. I applied directly through the attorney general’s website. I did a few phone interviews a week later.

Advice: Research jobs anywhere you have ties and are willing to spend a summer. It was great to save money living with my parents for a few months, and I was still able to land a job in Virginia for my 2L summer.

Employer: Field office of federal government agency  
Location: Richmond, Virginia  
Compensation: Unpaid, but received the Richmond Law Summer Fellowship  
Timing: Secured employment in late March/early April  
How I Got the Job: Discussed opportunities with CDO, responded to Symplicity posting

Advice: Apply earlier than I did. Don't worry too much about Spring OCI if it doesn't work out. Contact any connections from previous jobs/school that have legal connections. Seek out alumni who have hiring capabilities.

Employer: State attorney general’s office  
Location: Voorhees, New Jersey  
Compensation: Unpaid, but received the Richmond Law Summer Fellowship  
Timing: Applied in January, offered position in March  
How I Got the Job: I found the internship program by browsing government agency websites. I went to the OAG website and searched for internships under their employment section, and followed
directions listed there to apply. It involved a short application, cover letter, resume, and writing sample. After the interview I had to complete a background check.

Advice: If you are looking for internships with the government, the best thing to do is comb the state/county/local websites. Often their internship programs are explicitly set out on the websites, including specific application instructions. It is also really helpful to make evident any sort of ties you may have to the state or geographic area in which you’re applying. Also, when mailing in application materials, using good paper and ink is important, as well as signing your letter. That was something that potential employers pointed out to me that made my packets stand out from others.

Employer: Federal government agency
Location: Washington, D.C.
Compensation: Unpaid, but received the Richmond Law Summer Fellowship
Timing: Secured the job during spring break
How I Got the Job: Government and Public Interest Interview Program
Advice: Right after the interview I sent handwritten thank you letters to both of the people that interviewed me. My boss noted that this was very memorable when she called to offer me the job. I researched the agency extensively prior to the interview so I could ask questions that reflected my understanding of what they did.

Public Interest Organizations

Employer: Nonprofit civil rights organization
Location: Washington, DC
Compensation: Unpaid, but received the Richmond Law Summer Fellowship
Timing: Late February/Early March
How I Got the Job: Sent my application directly to the organization per instructions from Symplicity job posting
Advice: Talk to anyone and everyone! Set up informational interviews—either on the phone or in person—and at the end of each one, ask if there is anyone else you should speak with. Always follow up and maintain periodic contact with your network. If you have a preferred practice area or preferred geographic location, research relevant organizations to join and events to attend.

Employer: Legal aid organization
Location: London, England
Compensation: Unpaid (clinical placement)
Timing: End of March
How I Got the Job: Talked to Professor Margaret Ivey
Advice: If you go to London/Cambridge, you might have the opportunity to sit in a pub where Dickens wrote, or to have class with a former Senate Judiciary Committee lawyer. And you might go out for dinner with a barrister who once played polo for the Middle Temple, where the first performance of Shakespeare’s Twelfth Night happened in 1602. And you may have class with a Professor who is an Honorary Bench of the Middle Temple, and an Honorary Member of the Cambridge Hawk club (an honor accorded, for example, to Prince Philip, Duke of Edinburgh). So go, if it makes financial sense, and enjoy.

Employer: Nonprofit organization
Location: Richmond, Virginia
Compensation: Unpaid, but received the Richmond Law Summer Fellowship
Timing: Applied in December; interviewed in February, secured position end of February/beginning of March
How I Got the Job: Replied to a Symplicity posting and then maintained email contact with the hiring supervisor throughout the process.
Advice: Direct follow-up is really important. At the end of the summer I had an exit interview with my supervisor, during which she said that they weren’t considering taking on as many interns as they did (they had selected other interns prior to my interview), but they liked that I kept contacting them and following-up because it showed a true initiative and genuine interest.

Employer: Federal public defender
Location: Richmond, Virginia
Compensation: Unpaid, but received the Richmond Law Summer Fellowship
Timing: End of spring semester but before exams
How I Got the Job: I was interested in working on the Clemency Project (DOJ program). I found out that the Defender’s Office was beginning that work for our district, so I emailed them directly and asked if they’d like help. I met with them briefly downtown and they accepted my offer.
Advice: Don't be afraid to follow your passion. If you really want to help in a specific way, contact that employer directly and let them know you’re interested and why. That passion will come through and many employers would be happy to have your help. Think outside the box!

Employer: Federal public defender
Location: Richmond, Virginia
Compensation: Unpaid, but received the Richmond Law Summer Fellowship
Timing: January
How I Got the Job: Met one of the Assistant FPDs at a fundraiser for Mark Herring, and we hit it off. He told me to send him my resume. The next week I got an interview and was hired three months before any other intern.
Advice: Don't be afraid to shake hands with lawyers. Always be confident, but never pretentious.

Employer: Federal public defender
Location: Alexandria, Virginia
Compensation: Unpaid, but received the Richmond Law Summer Fellowship
Timing: February
How I Got the Job: Government & Public Interest Interview Program
Advice: I called and put pressure on the hiring person twice. He initially told me he couldn’t make a decision within my timeline and then did at the last minute.

Employer: Local public defender
Location: Charlottesville, Virginia
Compensation: Unpaid, but received the Richmond Law Summer Fellowship
Timing: Early Spring Semester about four weeks after the GPIIP
How I Got the Job: Government & Public Interest Interview Program
Advice: Apply to anything and everything. You will never really know what you want to do or do not want to do unless you try it. Also, it helps a lot to participate in the pro bono events to build up your resume to show you have been involved. Go to the CDO events and introduce yourself to the guests after any lectures, speeches, and networking events. Also, do not be afraid to pick up the phone and cold call because it could lead to something.

Law Firms

Employer: Large law firm
Location: Charleston, West Virginia
Compensation: Paid
Timing: March
How I Got the Job: Spring OCI
Advice: Send cover letter and resume to CDO before submitting it on Symplicity. Be able to communicate, if your resume doesn't make it clear, why you want to be in the area. Not
just "I think it would be neat," but instead some concrete reasons. Do a mock interview before you do one that matters.

**Employer:** Mid-size law firm  
**Location:** Richmond, Virginia  
**Compensation:** Paid, full time during summer and part time during school  
**Timing:** February/March  
**How I Got the Job:** Richmond Bar Young Lawyer Section's happy hour at the law school  
**Advice:** Go to networking events and actually talk with lawyers on top of eating the free food, drinking the free alcohol, and socializing with classmates. Literally all I did was introduce myself and talk with an attorney for five minutes to get an interview.

**Employer:** Mid-size law firm  
**Location:** Virginia Beach, Virginia  
**Compensation:** Paid  
**Timing:** January/February  
**How I Got the Job:** Personal connections with the firm  
**Advice:** Talk to as many of your connections as possible for employment advice even if they aren't currently hiring.

**Employer:** Mid-size law firm  
**Location:** Richmond, Virginia  
**Compensation:** Paid  
**Timing:** Mid-late April  
**How I Got the Job:** Connection through a friend  
**Advice:** I would think about what area of the law you would like to work in. If you are not sure of ideas, look up Richmond Law alums on Martindale, and connect with them. Talk to them and listen to what they do, and consider if you would like that. Get tips on what classes to take, how to get a job, etc. If those alumni do not have any openings, then leave your resume because they may know someone who is hiring. Then apply to OCI in areas where you would like to work or think that you may like to work. Talk to the CDO about expanding your search by practice area and by geographic area. Also, look up internships on other job websites, and remember that jobs begin posting in December so it is never too early to start looking and thinking. But, do not get discouraged if you do not find something immediately. The right one will come along. Just apply, apply, apply!

**Employer:** Mid-size law firm  
**Location:** Richmond, Virginia  
**Compensation:** Paid  
**Timing:** Early March  
**How I Got the Job:** Spring OCI  
**Advice:** Do a mock interview. Even if you are an interviewing pro, it is good for ironing out any distracting habits and getting a boost of confidence. Write thank you notes by hand; it is an easy way to stand out. Do your research on the location. Especially if the employer is a law firm, they are ultimately looking at the long-term potential of candidates. A genuine interest in the location indicates that that you would stay and provide a return on their investment.

**Employer:** Small law firm  
**Location:** Glen Allen, Virginia  
**Compensation:** Paid  
**Timing:** Secured employment in February. Started working part-time during the school year until the end of 2L year.  
**How I Got the Job:** Symplicity posting and personal contacts
Advice: Apply to job postings on Symplicity and through the OCIs but do not stop there. Definitely after your 1L year it is important to do some personal emails and build connections with local attorneys or attorneys practicing in locations where you wish to end up after law school. One of the easiest ways to start these connections is to email various people at firms or in positions that you have any connection with (undergrad alma mater, Richmond Law, family friends, coaches, volunteering opportunities). Start the conversation by asking for advice about your legal career and insight from these practitioners about how they got to their position. This will hopefully lead to some opportunities, or if none are available, these practitioners can best introduce you to other individuals.

Employer: Small law firm
Location: Richmond, Virginia
Compensation: Unpaid
Timing: March
How I Got the Job: I asked a local attorney to get coffee with me because I was interested in the areas of law in which he practiced. He couldn't hire me at the time, but he introduced me to another attorney who was looking for a summer intern. I met with that attorney, and he hired me to work for him and his partner over the summer. He also helped me get a paid waitressing gig so that I could make some money that summer.

Advice: Random coffees are everything! Find a few attorneys who do what you are interested in doing, email them and ask for 30 minutes worth of their advice over coffee. People naturally want to help, and they remember being in your shoes. So get them to commit to a quick coffee, pump them for advice and connections, and then follow up with them.

Employer: Small law firm
Location: Richmond, Virginia
Compensation: Paid
Timing: Mid-March
How I Got the Job: Spent lots of time talking to the CDO, several local attorneys and my professors. Several of them mentioned that my interests aligned well with my boss and her firm. I immediately (fall of 1L year) started contacting her via e-mail, phone, letter, any way I could. I eventually asked her to have lunch with me which led to my summer job.

Advice: Persistence is key! Attorneys are very, very busy people. It is possible that your first (maybe even your second or third) outreach to an attorney may go unnoticed/unanswered but do not be discouraged. It is likely that they are not ignoring you, but just haven’t had time to respond. It took lots to get my foot in the door with my job, but once I did, it was incredibly rewarding and worth the extra effort. Stick your neck out there, reach out to people, and ask them to meet with you over coffee or a meal. Figure out what you want, and go get it! When you do solidify a position, work hard. The summer will fly by and you will thank yourself (and have a great letter of recommendation and lots of open doors) for working hard for a few short weeks.

Corporations

Employer: Fortune 500 company
Location: Richmond, Virginia
Compensation: Paid
Timing: Mid-March
How I Got the Job: Spring OCI
Advice: Find the right balance between researching the employer and interviewers. Stating too much information in an interview can send up red flags.

Employer: Financial institution
Location: Richmond, Virginia
Compensation: Paid
Timing: Mid-April
How I Got the Job: Symplicity posting, but many times the company hires interns through word of mouth instead of a formal selection process.
Advice: Always keep your career goal in mind when looking and applying for positions. However, do not box yourself in and pass on viable opportunities. There are many nontraditional routes to your dream job, but you have to stay open and think creatively. During the economic recession, many lawyers were forced to take nontraditional jobs (i.e. compliance positions) out of necessity. One of the positives to come out of this is that some employers now look for, and prefer, applicants with a law degree. Plus, once you’re inside the organization, it is much easier to get noticed for the job that you do want.
The CDO is the best place to start brainstorming the possibilities. Once you have a few different routes in mind, visit specific employer websites, contact people within the organization to ask about their work, and revisit the CDO to reorganize if needed.
My other big piece of advice is take the application process seriously for each job. Canned cover letters rarely work and interviewers have a knack for identifying the unprepared. If you truly have an interest in a position, write a new, thoughtful cover letter specifically for the position, and if you get an interview, give yourself a couple days to memorize the company and the position inside and out.

Employer: Government contractor
Location: Arlington, Virginia
Compensation: Paid
How I Got the Job: Submitted resume and cover letter directly to employer
Advice: Always, always check for updated postings on Symplicity or any other online job board you might use. Apply for certain listings even if it doesn’t seem like you qualify (e.g. don’t meet minimum GPA) because if you can sell your skills in other ways, it just might make a difference.

Employer: Public affairs, media and advertising firm
Location: Washington, D.C.
Compensation: Paid
Advice: Leverage previous employment portfolio. Past clients are future employers. Leverage common ground (political affiliations, church groups, etc). Lean in... get involved at a deep level in extracurricular activities; your name will become your brand. Don’t be afraid of "no". Use the shotgun effect. Shoot out as many friendly inquiries as possible asking about internship positions for a company before actually sending your resume. Cold asks never work. If a position is not available in your desired field, ask to create one. Doing this shows initiative and added value. Know what you’re talking about. You cannot fool someone about something they know well (i.e., their company).

Academic Research

Employer: Law school professor
Location: Richmond, Virginia
Compensation: Paid
Timing: Early June
How I Got the Job: Contact with professor
Advice: Work closely with CDO. Try to respond to every job posting. Explore your unique skill sets and try to connect them with employer’s needs.

Employer: Law school professor
Location: Richmond, Virginia
Compensation: Paid
Timing: Late April/Early May
How I Got the Job: Saw job posting on Symplicity and emailed professor immediately.
Advice: The posting actually said that she preferred a rising 3L who had a practice certificate, but I managed to convince her to hire me anyway. The key there (as with securing any job interview) was the cover letter. I can’t stress enough the importance of strong cover letters.

Employer: Law school professor
Location: Richmond, Virginia
Compensation: Paid
Timing: Early June
How I Got the Job: Contact with professor
Advice: Go to office hours often. Even if you do know the answer to every question in the class, go! The worst that can happen is that you get face time with a professor and you come off looking well informed. Leverage common ground. If you see your professor often at the gym, talk about his routine. Talk about non-law things. Ask early. Most professors will fill their research positions quickly.

Employer: Law school professor
Location: Richmond, Virginia
Compensation: Paid
Timing: Late May
How I Got the Job: Symplicity
Advice: Check Symplicity regularly. Research assistant jobs are a great way to get research experience and to get a great, personal reference or letter of recommendation. Also, it’s something you can do remotely—I only came to campus once during my employment
Policies and Procedures

Richmond Law Nondiscrimination Policy

The University of Richmond School of Law prohibits discrimination with regards to race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran, or any classification protected by local, state or federal law. Use of School of Law resources, facilities or services in the recruitment and employment process affirms an employer’s agreement to abide by this policy.

NALP Guidelines

PRINCIPLES FOR CANDIDATES

Candidates are encouraged to comply with the policies and procedures of each law school from which they obtain services, as well as those of employers they engage with during the recruitment process.

Students are encouraged to promptly report any misrepresentation, discrimination, harassment, including sexual harassment, or other inappropriate conduct by employers in the recruitment process to their office of career services and/or the appropriate authority.

Candidates are encouraged to prepare thoroughly for the employment search process by:

* Engaging in self-assessment before beginning an employment search and availing themselves of the services and resources provided by their office of career services and all other available resources;
* Learning as much as possible about target employers and the nature of the open positions prior to making employment inquiries; and
* Interviewing only with employers in which they have a genuine interest.

Candidates should represent their qualifications and interests fully and accurately throughout the employment search process by:

* Providing, at the request of an employer, an appropriate resume and accurate copies of all academic transcripts, recognizing that should they fail to do so, or should they falsify documentation, they risk sanction from their law school, prospective employers, and/or bar admission authorities;
* Providing, at the request of an employer, original writing samples that explain the context in which the document was written and identify the extent to which third parties contributed to the document; and
* Masking or redacting writing samples from law-related employment to preserve client confidentiality and using such writings only with the permission of the supervising attorney.

Candidates are encouraged to conduct themselves in a professional manner at all times during the recruitment process by:

* Adhering to all scheduling commitments during the on-campus interview process, canceling only for good cause and promptly communicating with the office of career services and the employer when cancellation is necessary;
* Responding promptly to all requests or invitations from an employer, and only accepting invitations for in-office interviews when the candidate has a genuine interest in working for the employer;
* Handling in a timely manner any changes or cancellations to an in-office interview, including cancellation of any travel arrangements;
- Reaching an understanding with an employer about its reimbursement policies prior to traveling, including prorating expenses for trips during which interviews with more than one employer occur in accordance with those employers' reimbursement policies; and
- Requesting reimbursement only for reasonable expenses directly related to the interview and incurred in good faith, recognizing that failure to observe this policy or falsification or misrepresentation of travel expenses may result in non-reimbursement, elimination from consideration for employment, and/or the revocation of offers by an employer.

Candidates are encouraged to promptly communicate with employers and their office of career services about their acceptance, rejection, or requests for deferrals of employment offers by:

- Abiding by the standards for candidate responses established by the employer and/or law school and notifying the employer as soon as a decision is made, even if that decision is made in advance of the prevailing response date;
- Acting in good faith to decline promptly offers for interviews and employment which are no longer being seriously considered by the candidate, in fairness to both employers and peers;
- Notifying the office of career services upon acceptance of any employment offer in order for law schools to comply with institutional reporting requirements;
- Withdrawing pending applications or canceling scheduled interviews with other employers after accepting an offer of employment;
- Holding open only a reasonable number of employment offers at any one time, and following policies established by their law school in this regard; and
- Apprising prospective employers of any intentions to seek or accept fellowships, judicial clerkships, or other limited term professional employment in order to obtain a clear understanding of the employer's offer deferral policies.

Candidates should honor their employment commitments by:

- Requesting all offers in writing and confirming offer modifications in writing, in order to avoid undue confusion regarding offer terms; and
- Notifying promptly, in writing, both the employer and office of career services if it becomes necessary for a candidate to modify or be released from their acceptance of an employment offer.

*Richmond Law Interview and Offer Policies*

**OVERVIEW**

The University of Richmond School of Law Career Development Office works with employers of all types to facilitate engagement with our students. Do not hesitate to [contact us](mailto:contactus) if we can assist you.

Richmond Law is a member of the National Association for Law Placement, and Richmond Law’s polices incorporate [NALP’s Principles for a Fair and Ethical Recruitment Process](https://www.lawplacement.org/ethical-principles), as adopted in December 2018, and the spirit of fairness and open dialogue among law schools, employers, and candidates that these principles incorporate.
GENERAL PROVISIONS

All offers of employment should be confirmed in writing by the employer.

Students should familiarize themselves with employers' individual recruiting policies and procedures and seek clarification relevant to the student's individual circumstances as necessary.

OFFER CONSIDERATION PERIOD

Employers should provide Richmond Law students a period of consideration for offers of summer and post-graduate employment that is no less favorable than the period such employer provides for the students of any other law school.

SCHEDULING INTERVIEWS

By applying for an interview at an on or off-campus program, you certify that you are available to interview at any time during the interview day. If you are not available, do not apply.

Once your interview time is set, regardless of whether you selected it or it was provided for you, it is final. You may not contact the employer or other students independently to reschedule your interview time.

CANCELLATION/NO-SHOW POLICY

The Career Development Office requires that all students participating in its programs attend all scheduled interviews. Failure to attend a scheduled interview prevents an alternate from filling the vacant interview slot, thus depriving another student of an interview opportunity and wasting employer time. Further, these situations reflect poorly on you individually, on your student colleagues, on the CDO, and may impact the School of Law’s relationship with employers. Because employers and students are so adversely affected, the CDO maintains a strictly enforced policy on late cancellations and no-shows.

If you (1) fail to attend an interview, or (2) cancel a scheduled interview (unless you have accepted an offer of employment, in which case you must notify the CDO immediately), you will be required to schedule immediately a telephone or in-person appointment with the Associate Dean for Career Development (or her designee) AND send a letter of apology to the employer and provide a copy of the letter to the Associate Dean. Both processes must be completed within 48 hours of the missed interview; failure to do so within the specified period may result in the revocation of all OCI and job fair privileges.

If you engage in the behaviors described in (1) or (2) above on more than one occasion, or if the Assistant Dean for Career Services (or her designee) deems that a single instance of either of the behaviors described in (1) or (2) above is egregious based upon the circumstances, your OCI and job fair interview privileges will be revoked.

This Cancellation/No-Show Policy applies to all OCI and job fair programs. It also applies to your failure to attend or appropriately cancel any callback interviews resulting from your participation in OCI and job fair programs.

If an emergency arises that will impact your ability to attend a scheduled interview, you must call the CDO as soon as possible at 804.289.8638.

If it is determined that missing your interview is unavoidable, the Associate Dean for Career Development will make the final determination of what appropriate steps and consequences there will be (if any) depending on individual circumstances.

ACCEPTED OFFER POLICY

By accepting an offer of employment, you are committing yourself to that employer, and reneging on an accepted offer is an ethical violation of that commitment. Reneging on an accepted offer can negatively impact your reputation and that of the School of Law. In addition, it can skew employers’ perceptions of other students and graduates of the School of Law, resulting in decreased recruiting opportunities.
Because of the School of Law’s strong interest in maintaining employer relationships and maximizing opportunities for all students and alumni, reneging on an accepted offer of employment may result in the loss of all OCI and job fair privileges. This policy applies whether or not the accepted offer was secured via a Richmond Law sponsored interview program or job fair.

If you are considering reneging on an accepted offer of employment, please speak with your career advisor or the Associate Dean for Career Development prior to making a final decision.