Career Development Office

1L Guide

2018 – 2019

http://law.richmond.edu/career
(804) 289-8638
lawcareerdevelopment@richmond.edu
# 1L Career Development Office Guide
## Fall 2018

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October 17, 2018

Dear Class of 2021:

Again, I want to welcome you to Richmond Law! We are so glad you are here, and we are excited to begin working with you!

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,

[Signature]

Janet D. Hutchinson
Associate Dean for Career Development

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28 Westhampton Way
University of Richmond, VA 23173
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www.law.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 and a vice-chair of its 2019 Annual Education Conference. 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.

Liz Jones advises recent graduates on all aspects of their career development. She also creates and delivers professional development programming. 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 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.
About the CDO

Staff Bios and Contact Information

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.

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 prepares students for life-long career management. 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 break, 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 before the end of fall semester during 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 will walk through the steps of scheduling your initial advising appointment during you 1L Employment Search Skills Workshop in mid-October. Prior to your appointment, update your legal resume, using the guidance and templates available on the CDO website, and upload a draft into Symplicity. Your advisor will review and discuss your resume draft with you during your scheduled appointment.

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.

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

Liz Jones:
See Liz with questions about:
- Alumni services;
- Mock Interviews; and
- Professional development program topics

Carole Yeatts:
See Carole with questions about:
- Employer outreach and development efforts
1L Career Development Timeline

**October**

- Receive welcome message from your career advisor.
- Begin to review 1L employment listings for which you may begin applying on Dec. 1 via Symplicity.
- 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.
- Attend a 1L Employment Search Skills Workshop to learn about resources for pursuing summer employment, guidelines for resumes, and other tips for success (Oct. 17-19; Oct. 22-26).
- Review samples and use templates on the CDO website to prepare a resume and sample cover letter for review by your career advisor.
- 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.
- Attend Fall Gathering alumni reception (Oct. 19).
- Attend a one-on-one appointment with your career advisor (starting October 22). Work with your advisor to develop a search strategy for summer and post-graduate employment.
- Attend StrengthsFinder self-assessment program to learn how results from StrengthsFinder assessment may help you find your path and distinguish yourself in application materials and interviews (Oct. 25).
- Attend Cover Letter Workshop to learn to draft compelling cover letters for law-related positions (Oct. 26).
- Review Summer Public Service Fellowship Program webinar, program description, and timeline to learn about obtaining summer funding for work in the public sector.

**November**

- If you have not already, set up a meeting with your career advisor this semester if you expect to apply for summer funding.
- 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. Work with your advisor to refine your cover letters.
- Become a student member of bar associations and legal interest groups in your geographic areas of interest.
- Attend Judicial Clerkship Series: Nuts & Bolts of Applications to learn what you need to know as you think about applying for clerkships (Nov. 2).
- Attend Judicial Internship Information Session to learn why you might be interested in a judicial internship and how to apply (Nov. 5).
- Attend Maximizing Symplicity training to learn the features of the system (Nov. 7, 8, and 15).
- Attend Exploring the Role of In-House Counsel to join the discussion with a panel of Association of Corporate Counsel In-House attorneys who will discuss what in-house practice involves, how in-house practice differs from private practice, and suggestions on how to begin an in-house career (Nov. 16).
- 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 (Dec. 1). 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 Spring On-Campus Interview Program (Spring OCI) and the Government & Public Interest Interview Program (GPIIP) (Feb. 15). Begin preparing your application materials for these employers.
- Attend employer receptions or bar association holiday parties in your preferred geographic location, if applicable.
- Develop applications for GPIIP and Spring OCI. Submit your resume and other application documents to your career advisor for review by Jan. 2 to guarantee you will receive feedback before the application deadlines for Spring OCI and GPIIP.

January

- Apply for Spring OCI via Symplicity (first session opens Dec. 10; first session application deadline is Jan. 20).
- 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.
- Attend Maximizing Symplicity to learn the features of the system (Jan. 16 and 17).
- Meet again with your career advisor to update your employment search strategy and application documents.
- Apply for GPIIP via Symplicity (opens Dec. 10; application deadline is Jan. 18).
- 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, associations, government agencies, and public interest employers for summer employment. (Note: Many of these employers hire 1Ls as volunteers.)
- Participate in Alternative Dispute Resolution and Trial Advocacy Board competitions if interested.
- Contact state court judges about volunteer law clerk positions.
- Participate in Alumni Mock Interview Program (Jan. 29).
- If invited for interviews, participate in Spring OCI (begins Jan. 30).

February

- 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 (Feb. 8).
- If you received interview invitations, attend the Government & Public Interest Interview Program Overview to pick up your GPIIP schedule and learn about the interview program format and
follow-up process (Feb. 12).

- Schedule out-of-town interviews (including informational interviews) for spring break.
- If invited for interviews, participate in GPIIP (Feb. 15) at Tyler Haynes Commons.
- Apply for summer clinical placements through Professor Margaret Ivey.
- 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.
- Attend Spring Speed-Networking Reception, the CDO’s annual spring networking event (Feb. 28).

**March**

- 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.
- Participate in moot court competition if interested.
- Submit applications for summer fellowship grants from public interest groups, such as the Equal Justice Works Summer Corps Program.
- Attend Judges Reception to network with alumni judges and current and former law clerks (March 26).

**April**

- Attend Think Like a Professional: Summer Success in the Private Sector to hear tips from employers and students on making the most of your summer internship experience (Apr. 4).
- Attend Think Like a Professional: Summer Success in the Public Sector to hear tips from employers and students on making the most of your summer internship experience (Apr. 5) in the public sector. Those seeking Fellowship funding are required to attend.
- Meet with your career advisor to review summer and fall recruiting opportunities. Be mindful that job fairs and summer/fall OCI have summer application deadlines and begin during the months of July and August.
- 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 2019 Southeastern Minority Job Fair (SEMIF) (mid-April). SEMIF will be held on July 19 – 20, 2019, in Atlanta, GA.
- Attend Student and Firm Perspectives on OCI and the 2L Summer Search Process to hear from a panel of 2Ls and 3Ls plus a law firm recruiting manager who will offer guidance on the OCI process and the summer/fall recruiting season, including where to apply, preparing OCI applications, interviewing, etc. (Apr. 19).

**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.
- Participate in the unified journal competition for membership on one of the law School’s student-run journals.
- Student application deadline for 2019 Loyola Patent Law Interview Program (early May), 2019 Southeastern Intellectual Property Job Fair (early May), and 2019 Southeastern Minority Job Fair (late May).
- Comply with final deadline to submit your Summer Public Service Fellowship Application and required attachments (May 10).
June

- Do law-related 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 fall OCI (starting mid-June).
Hiring Practices Summary and Summer 2018 Employment Statistics

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 2019. 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, as soon as possible after December 1. The NALP Directory is a good resource for learning more about and directing applications to large law firms.

During summer 2018, approximately 3% 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. They often 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 2018, approximately 17% of the positions secured by Richmond Law’s class of 2019 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 2018, 75 employers registered to participate in this program.

The Government Honors & Internship Handbook provides information about summer (and post-graduate) positions, primarily with the federal government, and PSJD 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, the Richmond Law provides financial support to students working in unpaid positions in the public sector.

Equal Justice Works Conference & Career Fair
As a second-year student, you will have an opportunity to 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 2018, 53% of the class of 2020 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, send your applications as soon after December 1 as possible. 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.

Sixteen percent of the class of 2020 worked in the judiciary last summer.

**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, 17% of the class of 2020 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 2018, 6% of the class of 2020 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 your career advisor to discuss your specific interests. In most cases, alternative employers make hiring decisions on an as-needed basis.
Employers Hiring 1Ls during Summer 2018

APEX Systems, LLC (Glen Allen, VA)
Blue Ridge Legal Services, Inc. (Harrisonburg, VA)
BrownGreer PLC (Richmond, VA)
Capital Defender’s Office of Northern Virginia (Tysons, VA)
Central Virginia Legal Aid Society (Richmond and Charlottesville, VA)
Chesapeake Bay Foundation (Richmond, VA)
Chesterfield Circuit Court (Chesterfield, VA)
Colonial Heights Commonwealth Attorney's Office (Colonial Heights, VA)
Commonwealth’s Attorney’s Office - City of Fredericksburg (Fredericksburg, VA)
Commonwealth’s Attorney’s Office - Hanover County (Hanover, VA)
Commonwealth’s Attorney’s Office - Henrico County (Henrico, VA)
Commonwealth’s Attorney’s Office - Newport News (Newport News, VA)
Commonwealth’s Attorney’s Office - Petersburg (Petersburg, VA)
Community Tax Law Project (Richmond, VA)
County Attorney’s Office of Henrico County (Henrico, VA)
Cowardin, Kim & Riddle PLC (Newport News, VA)
Department of Defense, National Geospatial-Intelligence Agency (Springfield, VA)
Department of Planning and Budget (Richmond, VA)
disAbility Law Center of Virginia (Richmond, VA)
Federal Public Defender (Richmond, VA)
Fredericksburg City Attorney’s Office (Fredericksburg, VA)
Fredericksburg Public Defender’s Office (Fredericksburg, VA)
Graybill, Lansche & Vinzani, LLC (Richmond, VA)
Henrico County Attorney’s Office (Henrico, VA)
HMR Funding LLC (Richmond, VA)
Judge James Floyd Ammons, Jr., Superior Court for the 12th Judicial District (Fayetteville, NC)
Judge Max O. Cogburn, Jr., U.S. District Court – WDNC (Asheville, NC)
Judge John A. Gibney, Jr., U.S. District Court – EDVA (Richmond, VA)
Judge Joel Hoppe, U.S. District Court – WDVA (Harrisonburg, VA)
Judge Hannah Lauck, U.S. District Court – EDVA (Richmond, VA)
Judge Marcus Long, Montgomery Circuit Court (Christiansburg, VA)
Judge David J. Novak, U.S. District Court - EDVA (Richmond, VA)
Judge Roderick C. Young, U.S. District Court - EDVA (Richmond, VA)
International Center for Missing and Exploited Children (Alexandria, VA)
Kaufman & Canoles (Norfolk, VA)
Legal Services of Northern Virginia (Fairfax, VA)
Marks & Harrison, P.C. (Richmond, VA)
McCandlish Holton (Richmond, VA)
McGuireWoods (Richmond, VA)
Montgomery County State’s Attorney’s Office (Christiansburg, VA)
National Labor Relations Board - Region 5 (Baltimore, MD and Washington, DC)
New York State Office of the Attorney General (Syracuse, NY)
Office of Senator Jennifer McClellan (Richmond, VA)
Office of the Attorney General of Virginia (Richmond, VA)
Oliff & Berridge, PLC (Alexandria, VA)
Parrish & Lebar LLP (Richmond, VA)
Petersburg Commonwealth’s Attorney’s Office (Petersburg, VA)
Petersburg Public Defenders Office (Petersburg, VA)
Polisnelli PC (Washington, D.C.)
Portsmouth Circuit County Clerk (Portsmouth, VA)
Public Defender Service for the District of Columbia (Washington, DC)
Richmond Circuit Court (Richmond, VA)
Sands Anderson, PC (Richmond, VA)
Schroder Brooks, PLC (Richmond, VA)
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.

1 Available at the following website: http://forms.vermontlaw.edu/career/guides/
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 profession, what opportunities may exist in the 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 an 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 othersuggestions?
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.
When listing dates on your resume, be consistent in formatting. Use en-dashes rather than hyphens (i.e., May 2017 – September 2017, not May 2017-September 2017). Spell out months and years (not 9/2017).

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 2021.” 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*

**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 2016)
- 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  accelerated
accomplished  accomplished
achieved  achieved
acquired  acquired
adapted  adapted
addressed  addressed
adhered  adhered
adjusted  adjusted
administered  administered
advised  advised
allocated  allocated
analyzed  analyzed
anticipated  anticipated
applied  applied
appointed  appointed
appraised  appraised
approved  approved
arbitrated  arbitrated
arranged  arranged
assembled  assembled
assessed  assessed
assigned  assigned
assumed  assumed
assured  assured
attended  attended
audited  audited
authored  authored
authorized  authorized
awarded  awarded
balanced  balanced
began  began
bought  bought
briefed  briefed
brought  brought
budgeted  budgeted
built  built
calculated  calculated
cataloged  cataloged
chaired  chaired
changed  changed
clarified  clarified
classified  classified
closed  closed
coached  coached
collaborated  collaborated
collected  collected
combined  combined
communicated  communicated
compared  compared
compiled  compiled
completed  completed
composed  composed
computed  computed
conceived  conceived
conceptualized  conceptualized
concluded  concluded
conditioned  conditioned
conducted  conducted
consolidated  consolidated
constructed  constructed
continued  continued
contracted  contracted
contributed  contributed
controlled  controlled
convinced  convinced
coordinated  coordinated
corrected  corrected
corresponded  corresponded
counseled  counseled
crafted  crafted
created  created
criticized  criticized
critiqued  critiqued
customized  customized
deleted  debated
decided  decided
defined  defined
degraded  delegated
delivered  delivered
demonstrated  demonstrated
designed  designed
determined  determined
developed  developed
devised  devised
diagnosed  diagnosed
digested  digested
directed  directed
discovered  discovered
dispatched  dispatched
drafted  drafted
dramatized  dramatized
earned  earned
edited  edited
educated  educated
elected  elected
employed  employed
encouraged  encouraged
engineered  engineered
enlarged  enlarged
enlisted  enlisted
ensured  ensured
entered  entered
established  established
estimated  estimated
evaluated  evaluated
examined  examined
excelled  excelled
executed  executed
exercised  exercised
expanded  expanded
explained  explained
explored  explored
extracted  extracted
fabricated  fabricated
facilitated  facilitated
filed  filed
financed  financed
forecasted  forecasted
formulated  formulated
forwarded  forwarded
fostered  fostered
founded  founded
gained  gained
gathered  gathered
generated  generated
governed  governed
graded  graded
greeted  greeted
grossed  grossed
guided  guided
handled  handled
heightened  heightened
helped  helped
highlighted  highlighted
hiked  hiked
housed  housed
hunted  hunted
identified  identified
illustrated  illustrated
implemented  implemented
improved  improved
included  included
incorporated  incorporated
increased  increased
indicated  indicated
influenced  influenced
informed  informed
initiated  initiated
innovated  innovated
inspected  inspected
inspired  inspired
instituted  instituted
instructed  instructed
insured  insured
integrated  integrated
interpreted  interpreted
interviewed  interviewed
introduced  introduced
investigated  investigated
joined  joined
labored  labored
launched  launched
learned  learned
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 call-back 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 2019
• GPA: 3.65 (Class Rank: Top 25%)
• Staff Member, University of Richmond Law Review
• CALI Excellence for the Future Award in Torts (highest section grade)
• Finalist, Barnett Moot Court Competition

James Madison University Harrisonburg, VA
Bachelor of Arts, magna cum laude, in Political Science May 2016
• President, American Society of Political Science
• Intramural Basketball and Soccer
• Graduated in three years

EXPERIENCE

Virginia Corporate Law Firm, PC Richmond, VA
Summer Associate Summer 2017
• 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 Richmond, VA
Clinical Placement Extern Fall 2016
• Investigated topics related to banking, economics, and regulatory policy
• Attended weekly training in financial institutions regulation
• Drafted enforcement actions and agreements regarding corporate governance

University of Richmond School of Law Richmond, VA
Research Assistant to Professor Chris Cotropia Summer 2016
• Researched and drafted memoranda regarding ethical considerations in biotechnology patents
• Reviewed and edited journal article regarding the constitutionality of geographic limitations on prior art

Legal Aid Society Richmond, VA
Legal Intern Summer 2016
• 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
Professional Affiliations: Member, Young Lawyers Section, Richmond Bar Association
EMERY E. BUNTING
\texttt{ebunting@richmond.edu}
804.555.2344

Current Address
5400 Stuart Avenue
Richmond, VA 23226

Permanent Address
87 Todd Road
Katonah, NY 10536

\section*{EDUCATION}

University of Richmond School of Law
\textit{Candidate for Juris Doctor}
\begin{itemize}
\item GPA: 3.65 (Class Rank: Top 25\%)
\item Staff Member, \textit{University of Richmond Law Review}
\item CALI Excellence for the Future Award in Torts (highest section grade)
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\end{itemize}

James Madison University
\textit{Bachelor of Arts, magna cum laude, in Political Science}
\begin{itemize}
\item President, American Society of Political Science
\item Intramural Basketball and Soccer
\item Graduated in three years
\end{itemize}

\section*{EXPERIENCE}

\textbf{Virginia Corporate Law Firm, PC}
\textit{Summer Associate}
\begin{itemize}
\item Conducted research and drafted memoranda on legal issues in an employment matter
\item Reviewed and drafted responses to discovery requests for a business partnership dispute
\end{itemize}

\textbf{Federal Reserve Bank of Richmond}
\textit{Clinical Placement Extern}
\begin{itemize}
\item Investigated topics related to banking, economics, and regulatory policy
\item Drafted enforcement actions and agreements regarding corporate governance
\item Attended weekly training in financial institutions regulation
\end{itemize}

\textbf{University of Richmond School of Law}
\textit{Research Assistant to Professor Chris Cotropia}
\begin{itemize}
\item Researched and drafted memoranda regarding ethical considerations in biotechnology patents
\item Reviewed and edited journal article regarding the constitutionality of geographic limitations on prior art
\end{itemize}

\textbf{Legal Aid Society}
\textit{Legal Intern}
\begin{itemize}
\item Drafted pleadings, motions, and proposed orders for domestic violence and housing cases
\item Conducted client intake interviews
\end{itemize}

\section*{ADDITIONAL INFORMATION}

\textbf{Language Skills}: Proficient in written and spoken Spanish
\textbf{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 2019
GPA: 3.53 (Class Rank: Top 25%)
Honors: University of Richmond Law Review; Winner, Carrico Moot Court Competition; CALI Excellence for the Future Award in Torts (highest section grade)
Activities: Black Law Students Association; Client Counseling & Negotiation Competition
Study Abroad: Richmond Law Summer Abroad at Emmanuel College, Cambridge University, 2017

University of Richmond, Robins School of Business, Richmond VA
Candidate for Master of Business Administration, May 2017
GPA: 3.58

Washington and Lee University, Lexington, VA
Bachelor of Arts, cum laude, in Politics, May 2014
GPA: 3.52
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, June – August 2017. 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 2016. 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, Richmond, VA. Work with other volunteers to build houses for low-income families in Hanover County, VA. June 2016 – present.


ADDITIONAL INFORMATION

JEFFERSON A. LEONARD  804-232-8000 / jleonard@richmond.edu

Current Address: 1234 Briarciff 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 2019
GPA: 3.43 (Class Rank: Top 25%)
Honors: University of Richmond Law Review; Winner, Carrico Moot Court Competition;
CALI Excellence for the Future Award in Torts (highest section grade)
Activities: Black Law Students Association; Client Counseling & Negotiation Competition
Study Abroad: Richmond Law Summer Abroad at Emmanuel College, Cambridge University, 2017

University of Richmond, Robins School of Business, Richmond VA
Candidate for Master of Business Administration, May 2017
GPA: 3.58

Washington and Lee University, Lexington, VA
Bachelor of Arts, cum laude, in Politics, May 2014
GPA: 3.326
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, June – August 2017. 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, Ladhak, India
Medical Aid Volunteer, May – July 2016. 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, Richmond, VA. Work with other volunteers to build houses for low-income
families in Hanover County, VA, June 2016 – present.

Jerusalem House, Richmond, VA. Tutored and mentored children of HIV positive mothers. July

ADDITIONAL INFORMATION

Sample Documents

Cover Letter

COVER LETTER FORMAT BLOCK STYLE

Your Address
City, State Zip

December 1, 2016

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

Dear [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

The closing is positioned two lines below the last line of the body.

Use “Sincerely” or “Very truly yours” followed by a comma, four hard returns and your signature line. Sign your letters by hand or insert a clean cropped electronic version (jpeg) of your hand-written signature. Avoid cursive fonts.

Simply state “Enclosure” or “Enclosures” two hard lines below the signature line to signify the inclusion of your resume, transcript, writing sample, and/or reference sheet.

Your cover letter should be one page only and have 1” margins on all sides.
Sample Documents

Transcript

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.

You may request a copy of your transcript online at:
http://registrar.richmond.edu/common/PDF/5_1 Online Forms/transcriptrequest.pdf

Be sure to allow yourself 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 Registrars 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.
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:

Save this PDF document immediately.
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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.
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 

<table>
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<th>SUBJ NO.</th>
<th>COURSE TITLE</th>
<th>CRED GRD</th>
<th>PTS</th>
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<td>4.00</td>
<td>B+</td>
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</tbody>
</table>

**Fall 2012**
- **Earned Hrs:** 15.00 
- **GPA Hrs:** 15.00 
- **Points:** 52.70 
- **GPA:** 3.47 

**TOTAL INSTITUTION**
- **Earned Hrs:** 15.00 
- **GPA Hrs:** 15.00 
- **Points:** 52.70 
- **GPA:** 3.51 

**TOTAL TRANSFER**
- **Earned Hrs:** 0.00 
- **GPA Hrs:** 0.00 
- **Points:** 0.00 
- **GPA:** 0.00 

**TOTAL CREDITS**
- **Earned Hrs:** 15.00 
- **Points:** 52.70 
- **Overall GPA:** 3.51 

**Spring 2013**

**IN PROGRESS WORK**
- LAW 223 CRIMINAL LAW 3.00 IN PROGRESS 
- LAW 224 LEGISLATION AND REGULATION 3.00 IN PROGRESS 
- LAW 225 LAWYERING SKILLS II 2.00 IN PROGRESS 
- LAW 226 CONSTITUTIONAL LAW 4.00 IN PROGRESS 
- LAW 227 PROPERTY 4.00 IN PROGRESS 

**IN PROGRESS CREDITS** 16.00 

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

Susan D. Breeden, University Registrar
OFFICE OF THE UNIVERSITY REGISTRAR UNIVERSITY OF RICHMOND, VIRGINIA 23173  
(804) 289-6639  
email: registrar@richmond.edu / website: www.registrar.richmond.edu

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 3.5 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

A+ 4.0  
A 4.0 Excellent range A- 3.7  
B+ 3.3  
B 3.0 Good range B- 2.7  
C+ 2.3  
C 2.0 Average range C- 1.7  
D+ 1.3  
D 1.0 Poor range  
F 0.0 Failure
I 0.0 Punitive Incomplete (make-up grade will appear to right of “I”)  
M 0.0 Withdraw Failing  
V 0.0 Failure, excessive absence  
P — Pass  
S — Satisfactory, non-academic credit  
U Unsatisfactory, non-academic credit  
W — Withdrawal  
X — Grade unavailable  
V — Non-punitive Incomplete (make-up grade will appear to right of “V”)  
Z — Audit TR  
— Transfer

• 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 1966-67 the 3:5 system was used, A=3 etc.
• Prior to Fall 1986, “0” designated failure for excessive absence, and except for Law, “+” did not affect the GPA. Prior to Fall 2002, “/+” did not affect the GPA of graduate Business students.
• Effective Summer 1992, graduate courses are transcribed separately from undergraduate courses.
• Prior to Summer 1992, courses numbered above the 400 level were 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 - Pre: Grading scale outlined above except A+ and D+ are not awarded.
• b 2038 - 1948: A = 80 - 100%, B = 70 - 79, C = 62 - 69, D = 60 - 61, E = 50 - 59, F = Below 50, with 84 hours required for graduation.

This transcript was delivered through the Credentials eScript-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.

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 SACSOC 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 is also 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. This is 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.

DOCUMENT MAY BE A CRIMINAL OFFENSE!
Sample Documents

Sample 1 Reference List (corresponds to bullet resume)

EMERY E. BUNTING
cbunting@richmond.edu
804.555.2344

Current Address
5400 Stuart Avenue
Richmond, VA 23226

Permanent Address
87 Todd Road
Katonah, NY 10536

REFERENCES

Perry B. Mason, Esq.
Senior County Attorney
Chesterfield County Attorney’s Office
2009 Clairmont Avenue
Chesterfield, VA 23832
804-739-3456
pbmason@co.chesterfield.gov

Atticus Finch, Esq.
Harper, Lee & Finch
1313 Mockingbird Lane
Jackson, MS 39211
513-842-8562
finch@hlflaw.com
(Former supervisor at Robinson, Radley & Scott, LLP)

Professor Jane Wood
University of Richmond School of Law
28 Westhampton Way
Richmond, VA 23173
804-289-2345
jwood@richmond.edu
Sample Documents

Sample 2 Reference List (corresponds to paragraph resume)

JEFFERSON LEONARD
1234 Briarchiff Place, Richmond, VA 23229 804-289-1234 / jleonard@richmond.edu

REFERENCES

Perry B. Mason, Esq.
Senior County Attorney
Chesterfield County Attorney’s Office
2000 Clairmont Avenue
Chesterfield, VA 23832
804-739-3456
pbmason@co.chesterfield.gov

Ms. Dolly Madison
Chief of Staff
Office of the Honorable William Hayes
502 The Hart Building
Washington, DC 20001
202-584-9231
dolly.madison@senate.us.org

Atticus Finch, Esq.
Harper, Lee & Finch
1313 Mockingbird Lane
Jackson, MS 39211
513-842-8562
finch@hlflaw.com
(Former supervisor at Robinson, Radley & Scout, LLP)

Professor Jane Wood
University of Richmond School of Law
28 Westhampton Way
Richmond, VA 23273
804-289-2345
jwood@richmond.edu
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 distracting 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 upick 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 30, 2019
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 2019 Interview Session Schedule

2019 Spring OCI Week 1: January 30 – February 1.
2019 Spring OCI Week 4: February 18 – February 22.

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 20.
Week 2 deadline: January 27.
Week 3 deadline: February 3.
Week 4 deadline: February 10.

-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 2018, 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.
- Dority & Manning PA (Greenville, SC) – 1Ls, 2Ls.
- Kaufman & Canoles (Norfolk, VA) – 1Ls.
- Spilman Thomas Battle (Charleston, WV) – 1Ls.
- Steptoe & Johnson (Bridgeport, Charleston, and Morgantown, WV) - 1Ls.
- Wilcox & Savage (Norfolk, VA) – 1Ls.
- Woods Rogers (Roanoke, VA) – 1Ls, 2Ls.
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 10, 2018, and the application deadline is January 18, 2019. Students are notified of their interview status on February 4, 2019.

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 2018, the following employers registered to interview at the program or requested a resume booklet:

Administrative Conference of the United States (Washington, DC) – 1L,2L.
Arlington County Office of the Public Defender (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 - 1L,2L.
Central Virginia Legal Aid Society (Charlottesville, Richmond, Petersburg, VA) - 1L,2L.
Chesapeake Bay Foundation (Richmond, VA) – 1L,2L.
Chesterfield County Attorney's Office (Chesterfield, VA) - 2L.
Colonial Heights Commonwealth's Attorney's Office - 1L,2L.
Commonwealth of Virginia Office of the Governor (Richmond, VA) - 1L,2L.
Commonwealth of Virginia, Dept. of General Services, Division of Real Estate Services (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 - Orange County (Orange, VA) - 1L,2L.
Commonwealth's Attorney's Office - Petersburg (Petersburg, VA) - 1L,2L.
Commonwealth's Attorney's Office - Spotsylvania County (Spotsylvania, VA) - 1L,2L.
Community Tax Law Project (Richmond, VA) - 1L,2L.
CVLAS - Virginia Farmworkers Program (Charlottesville, VA) - 1L,2L.
Departmental Appeals Board, U.S. Department of Health & Human Services (Washington, DC) - 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 VA) - 1L,2L.
Federal Public Defender Western District of Virginia (Charlottesville, VA) - 1L,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) - 2L.
International Centre for Missing & Exploited Children (Alexandria, VA) – 1L,2L.
James City County Attorney’s Office (Williamsburg, VA) - 1L,2L.
Legal Aid Justice Center (Charlottesville, VA) - 1L,2L.
Legal Aid Society of Eastern Virginia (Norfolk, VA) - 1L,2L.
Legal Aid Society of Roanoke Valley (Roanoke, VA) – 3L.
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.
Montgomery County State’s Attorney’s Office (Rockville, MD) (Rockville, 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.
Pennsylvania Office of Consumer Advocate (Harrisburg, PA) – 3L.
Prince William County Attorney’s Office (Prince William, VA) - 1L,2L.
Public Defender - City of Richmond (Richmond, VA) - 2L.
Public Defender - Fairfax County (Fairfax, 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 – Norfolk (Norfolk, VA) – 1L,2L.
Public Defender - Suffolk (Suffolk, VA) - 1L,2L.
Supreme Court of Virginia, Office of the Chief Staff Attorney (Richmond, VA) - 1L,2L.
The Department of Veterans Affairs (Hampton, VA) - 1L,2L.
The Nature Conservancy (Arlington, VA) - 2L.
Transitions Family Violence Services (Hampton, VA) – 1L.
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. 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 Advocacy (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 Defender Office of Northern Virginia (Tysons Corner, VA) - 1L,2L.
Virginia Capital Representation Resource Center (Charlottesville, VA) - 1L.
Virginia Coalition for Open Government (Williamsburg, VA) - 1L.
Virginia Department of Criminal Justice Services (Richmond, VA) - 1L,2L.
Virginia Department of Environmental Quality (Richmond, VA) - 1L,2L.
Virginia Department of Human Resource Management, Office of Equal Employment and Dispute Resolution (Richmond, VA) – 1L,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 Dept. of Medical Assistance Services (Richmond, VA) - 1L,2L.
Virginia Indigent Defense Commission (Richmond VA) - 1L,2L,3L.
Virginia Office of the Attorney General (Richmond, VA) - 1L,2L.
Virginia Sexual and Domestic Violence Action Alliance (Richmond, VA) - 1L,2L.
Virginia529 College Savings Plan (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:

Apex Systems Inc.
Capital One
Carey International
Choice Hotels International CSC
General Dynamics Advanced Information Systems
Markel Corporation
NewMarket Corporation
National Geographic Society
Public Broadcasting Service
Rosetta Stone
Strayer University
Sodexo
SunTrust Mortgage
Special Olympics
Verizon Business
XO Communications

Opportunities will last for ten (10) weeks, starting on or about June 1, 2019. 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 in mid-December, and the application deadline is in mid-January.
Summer/Fall 2019 Interview Programs

Richmond Law students will have the opportunity to submit applications for the following interview programs during summer/fall 2019. 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 19 - 20, 2019
Atlanta Marriott - 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 20, from 12:00 – 12:45 pm.

Southeastern Intellectual Property Job Fair
Late July 2019
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 25 and 26, 2019
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 2019 program will begin early February 2019 and end early March 2019.

New England Interview Program (NEIP)
August 9, 2019
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 6, 2019
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 2019, 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 2019 deadlines are posted. For guidance, listed below are the 2018 deadlines for each program.

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. The deadline is March 29, 2019. 
https://www.americanbar.org/groups/public_services/homelessness_poverty/john_j_curtin_jr_fellowship1.html

ABA Janet Steiger Fellowship
Part of the Consumer Protection Outreach Initiative of the ABA Section of Antitrust Law, this program gives law students practical experience by placing them in offices of State Attorneys General in Consumer Protection Departments. More than 50% of each student’s time will be devoted to consumer protection matters; the remainder of each student’s time may be devoted to antitrust matters. Selected students receive a $6000 stipend. Last year the deadline was late January 2018.
https://www.americanbar.org/groups/antitrust_law/awards_fellowships/steiger_fellowship_project.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 is 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. Last year the deadline was early January 2018.
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 2018. 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 30, 2019.
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 17, 2018.
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 2018.
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 in March 2018. 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 2018.
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 in late March 2018.
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 2018.
https://www.nlgl.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.
http://jtb.org/2018-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 15, 2019.
http://www.masslawfoundation.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 December 1, 2018. 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 2018.
http://www.nationinstitute.org/prizes/1068/the_robert_masur_fellowship_in_civil_liberties/

**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 2018.
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 2018.
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, fulltime. Last year the deadline was in late January 2018.
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 2018.
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

<table>
<thead>
<tr>
<th>Employer: Federal Magistrate Judge</th>
<th>Location: Richmond, Virginia</th>
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<tbody>
<tr>
<td>Compensation: Unpaid, but received the Richmond Law Summer Fellowship</td>
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<tr>
<td>Timing: Applied January 1L year; secured employment by mid-February</td>
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<tr>
<td>How I Got the Job: Symplicity Posting</td>
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<tr>
<td>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.</td>
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<tr>
<th>Employer: Federal District Court Judge and Federal Magistrate Judge</th>
<th>Location: Richmond, Virginia</th>
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<tbody>
<tr>
<td>Compensation: Unpaid, but received the Richmond Law Summer Fellowship</td>
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<tr>
<td>Timing: One judge in February, the other in March</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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 &amp; 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.</td>
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<tr>
<th>Employer: Federal District Court Judge</th>
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<tbody>
<tr>
<td>Location: Richmond, Virginia</td>
</tr>
<tr>
<td>Compensation: Unpaid, but received the Richmond Law Summer Fellowship</td>
</tr>
<tr>
<td>Timing: Late December, early January</td>
</tr>
<tr>
<td>How I Got the Job: Connection through family friend, reconnected at on-campus event</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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 Bencher 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

PART III. PRINCIPLES FOR CANDIDATES

A. Candidates should prepare thoroughly for the employment search process.

1. Before beginning an employment search, candidates should engage in thorough self-examination. Work skills, vocational aptitudes and interests, lifestyle and geographic preferences, academic performance, career expectations and life experiences should be carefully evaluated so that informed choices can be made. General instruction should be obtained on employment search skills, particularly those relating to the interview process.
2. Prior to making employment inquiries, candidates should learn as much as possible about target employers and the nature of their positions. Candidates should interview only with employers in whom they have a genuine interest.
3. Candidates should comply with the policies and procedures of each law school from which they obtain services.

B. Throughout the employment search process candidates should represent their qualifications and interests fully and accurately.

1. Candidates should be prepared to provide, at employers' request, copies of all academic transcripts. Under no circumstances should academic biographical data be falsified, misrepresented, or distorted either in writing or orally. Candidates who engage in such conduct may be subject to elimination from consideration for employment by the employer, suspension or other academic discipline by the law school, and disqualification from admission to practice by bar admission authorities.
2. Candidates should be prepared to advise prospective employers of the nature and extent of their training in legal writing. Writing samples submitted as evidence of a candidate's legal skills should be wholly original work. Where the writing was done with others, the candidate's contribution should be clearly identified. Writing samples from law-related employment must be masked adequately to preserve client confidentiality and used only with the permission of the supervising attorney.

C. Throughout the employment search process candidates should conduct themselves in a professional manner.

1. Candidates who participate in the on-campus interview process should adhere to all scheduling commitments. Cancellations should occur only for good cause and should be promptly communicated to the office of career services and the employer.
2. Candidates should respond promptly to invitations for in-office interviews and accept such invitations only if the candidate has a genuine interest in the employer. With respect to all other requests for information or invitations from employers, candidates should respond promptly.
3. Candidates should reach an understanding with the employer regarding its reimbursement policies prior to the trip. Expenses for trips during which interviews with more than one employer occur should be prorated in accordance with those employers' reimbursement policies.
4. Candidates invited to interview at employer offices should request reimbursement for reasonable expenses that are directly related to the interview and incurred in good faith. Failure to observe this policy, or falsification or misrepresentation of travel expenses, may result in non-reimbursement and elimination from consideration for employment or the revocation of offers by an employer.

5. Candidates should handle in a timely manner any changes or cancellations to an in-office interview including cancellation of any travel arrangements.

D. Candidates should notify employers and their office of career services of their acceptance or rejection of employment offers by the earliest possible time, and no later than the time established by rule, custom, or agreement.

1. Candidates should expect offers to be confirmed in writing. Candidates should abide by the standards for candidate responses set out in Part V and should in any event notify the employer as soon as their decision is made, even if that decision is made in advance of the prevailing deadline date.

2. In fairness to both employers and peers, candidates should act in good faith to decline promptly offers for interviews and employment which are no longer being seriously considered. In order for law schools to comply with federal and institutional reporting requirements, candidates should notify the office of career services upon acceptance of an employment offer, whether or not the employment was obtained through the office.

3. Candidates seeking or preparing to accept fellowships, judicial clerkships, or other limited term professional employment should apprise prospective employers of their intentions and obtain a clear understanding of their offer deferral policies.

E. Candidates should honor their employment commitments.

1. Candidates should, upon acceptance of an offer of employment, notify their office of career services and notify all employers who consider them to be active candidates that they have accepted a position.

2. If, because of extraordinary and unforeseen circumstances, it becomes necessary for a candidate to modify or be released from his or her acceptance, both the employer and the office of career services should be notified promptly in writing.

F. Students should promptly report to the office of career services any misrepresentation, discrimination, harassment, including sexual harassment, or other inappropriate conduct by employers in the employment process.

G. Students who engage in law-related employment should adhere to the same standards of conduct as lawyers.

1. In matters arising out of law-related employment, students should be guided by the standards for professional conduct which are applicable in the employer's state. When acting on behalf of employers in a recruitment capacity, students should be guided by the employer principles in Part IV.

2. Students should exercise care to provide representative and fair information when advising peers about former employers.

PART V: GENERAL STANDARDS FOR THE TIMING OF OFFERS AND DECISIONS

In November 2016, the Board adopted changes to Part V.C.3. and Part V.D.1 and 2.

To promote fair and ethical practices for the interviewing and decision-making process, NALP offers the following standards for the timing of offers and decisions:

A. General Provisions
1. All offers to law student candidates ("candidates") should remain open for at least two weeks after the date of the offer letter unless the offers are made pursuant to Sections B and C below, in which case the later response date should apply.

2. Candidates are expected to accept or release offers or request an extension by the applicable deadline. Offers that are not accepted by the offer deadline expire.

3. A candidate should not hold open more than five offers of employment at any one time. For each offer received that places a candidate over the offer limit, the candidate should, within one week of receipt of the excess offer, release an offer.

4. Employers offering part-time or temporary positions for the school term are exempted from the requirements of Paragraphs B and C below.

5. Practices inconsistent with these guidelines should be reported to the candidate’s career services office.

B. Full-Time Employment Provisions

1. Employers offering full-time positions to commence following graduation to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Candidates should reaffirm these offers within 14 days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 14 day period. Offers made after December 15 for full-time positions to commence following graduation should remain open for at least two weeks after the date of the offer letter.

2. Candidates may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.

3. Employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open until at least October 1 of the candidate’s final year of law school, provided that such offers are made prior to or on September 2. Candidates should reaffirm these offers within thirty days from the date of the offer letter. Employers may retract any offer that is not reaffirmed within the 30 day period. After September 2 of a candidate’s final year of law school, employers offering full-time positions to commence following graduation to candidates previously employed by them should leave those offers open for at least 28 days following the date of the offer letter.

4. If an employer makes an offer to a law student candidate not previously employed by that employer before the beginning of the law school’s on-campus interview program, that offer should not expire until at least 28 days following the first day of the law school’s on-campus interview program. Employers should contact the appropriate law school(s) to determine these dates.

5. Employers offering candidates full-time positions to commence following graduation and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-4 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

C. Summer Employment Provisions for Second and Third Year Students

1. Employers offering positions for the following summer to candidates not previously employed by them should leave those offers open for at least 28 days following the date of the offer letter or until December 30, whichever comes first. Candidates should reaffirm these offers within 14 days from the date of the offer letter, if an employer requests such affirmation in its offer letter. Employers that have requested this reaffirmation may retract any offer that is not reaffirmed within the 14-day period. Offers made after December 15 for the following summer should remain open for at least two weeks after the date of the offer letter.

2. Candidates may request that an employer extend the deadline to accept the employer’s offer until as late as April 1 if the candidate is actively pursuing positions with public interest or government organizations. Candidates may hold open only one offer in such circumstances. Employers are encouraged to grant such requests.
3. Employers offering positions for the following summer to candidates previously employed by them should leave those offers open until at least 28 days following the first day of the law school’s on-campus interview program.

4. If an employer makes an offer to a law student candidate not previously employed by that employer before the beginning of the law school’s on-campus interview program, that offer should not expire until at least 28 days following the first day of the law school’s on-campus interview program. Employers should contact the appropriate law school(s) to determine these dates.

5. Employers offering candidates positions for the following summer and having a total of 40 attorneys or fewer in all offices are exempted from Paragraphs 1-3 of this Section. Instead, offers made on or before December 15 should remain open for at least three weeks following the date of the offer letter or until December 30, whichever comes first, and offers made after December 15 should remain open for at least two weeks.

D. Summer Employment Provisions for First Year Students

1. To position law students to be as successful as possible, their efforts during the first semester of law school should focus on their studies rather than on job search activities. Nonetheless, opportunities to learn about professionalism, professional development and the legal profession in a group setting are appropriate early in law school. Recognizing that law schools will differ in philosophy as to first-year career development activities, law schools nevertheless should not begin providing one-on-one career counseling or application document reviews to first-year students before October 15 (except in the case of part-time students who may be given assistance in seeking positions during the school term). Individual law schools may set later dates as appropriate.

2. Recognizing that opportunities to learn about professionalism, professional development, and the legal profession are appropriate early in law school and recognizing that law schools will differ as to whether and how to include prospective employers in career development activities, educational and professional development contact with 1Ls is permitted at any time at the discretion of the school. Prospective employers and first year law students, however, should not initiate contact with one another and employers should not initiate formal one-on-one recruiting contact with one another, including applications, interviews, or offers to first year students, before December 1. Appointments with candidates for interviews should be established for a mutually convenient time so as not to unduly disrupt candidates’ studies.

3. All offers to first year students for summer employment should remain open for at least two weeks after the date made.

Richmond Law Interview and Offer Policies

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.