

July 11, 2011

How Do I Apply to Non-OCI Employers?

This week's Career News focus is on federal government applications. See the July 5th Career News for information on how to apply to large and mid-size firms and public interest fellowships.

This Career News issue, like last week's, provides information about how to apply to employers that are not participating in Fall OCI and Resume Collections.

Federal Government Honors and Internship Programs

Government Honors and Internship programs present a great opportunity for anyone considering a career with the federal government.

HONORS PROGRAMS: Graduate Honors programs are the primary method of securing an entry-level position with the federal government. Offered by dozens of agencies and spanning a variety of practice areas, application deadlines for the most competitive programs are in late summer and early fall. Applications are often accepted on a rolling basis, so the earlier you submit, the better! Although these programs are competitive, the federal government is looking at leadership ability, communication skills, and personal maturity as well as writing and academic achievement. Most positions are located in Washington DC but there are opportunities nationwide. **SUMMER PROGRAMS:** Similar to the Honors programs, the most competitive programs have late summer and early fall deadlines. Some, like the DOJ SLIP program, offer paid positions to law students during their 2L summer. To access an extensive list of federal government Honors and Internship programs, go to the University of Arizona's Government Honors and Internship Handbook and enter the username and password which you can get by calling our office at 530.752.6574. The handbook is organized alphabetically by agency and by class year and application deadline. The NEW 2011-2012 Guide should be released later this month. Questions about government hiring should be directed to Kirsten Hill in the Career Services Office.

Mock Interview Program & Interview Bootcamp

The Career Services Office is working with LSA and local alumni to hold a mock interview program on August 11, 2011 (5:30-7:30 PM). Register through Symplicity by July 22. There are 60 interview slots and a waitlist.

During the afternoon on August 11th the Career Services Office will hold a mandatory session for those participating in the mock interview program that will cover the "Dos and Don'ts" of interviewing. This Bootcamp is open to all King Hall Students.

Two Step RSVP Process

1. Please RSVP on Symplicity by **July 22**. Log into Symplicity and go to the Events section. On the Workshops tab click on the Mock Interview Program 2011 link. Click the RSVP button.

Space is limited. If we have more RSVPs than available slots, Symplicity will retain a waitlist in the order of RSVPs.

2. For all students who RSVP for the Mock Interview Program you will need to have **an updated resume uploaded to Symplicity by July 22**. See



Job Postings

Job Search Resources

Judicial Clerkships

Small & Midsize Firm Guide

Summer Hours

Monday—Friday, 8 AM—5 PM.
Walk-ins are suspended over the summer and will recommence in August. If you have any questions during the summer or wish to schedule an appointment, please contact our office at 530.752.6574.

Important Dates

Aug 11—Career Services
 Bootcamp—Interview Dos and Don'ts

Aug 11—Mock Interview Program

Sept 1—Career Services
 Bootcamp—Call Back Interviews

OCI Sessions

August 11*

August 15-19*

August 31

September 6-9

September 12-16

Alaska State Courts

**these sessions occur before school begins*

Bidding for OCI interviews begins on July 1 through Symplicity. Watch for OCI email updates this summer and check Symplicity for deadlines and updates.

Resume Collections

August Resume Collection

September Resume Collection

Electronic Signature

A number of you have asked how to include an electronic copy of your signature when sending an application electronically. You can always type “\s\” above your name to indicate that you signed or follow the below instructions.

To create a signature text box to insert into e-mails:

1. Scan your signature.
2. Open your signature PDF, go to tools/select and zoom/snapshot tool and draw a text box around it.

For PC

3. Find Paint (usually under Accessories in your Start menu) and paste your signature into Paint.
4. Save the Paint file.
5. Open a new Outlook e-mail, select the Insert tab, select Picture.
6. Locate and select your Paint file.
7. Your signature should now be in the body of your e-mail as a text box.

For Mac

3. Hold Command-shift-4
4. A cross-hair cursor will appear and you can click and drag to select the area you wish to capture.
5. Release the mouse button and the screen shot will be automatically saved as a PNG file on your desktop.
6. Open a new email and insert or drag PNG file from desktop into the email.
7. Your signature should now be in the body of your e-mail as a text box.

Counseling Appointments & OCI Process Questions

Advisors are available over the summer for in-person appointments, phone appointments, or via email. Contact Career Services at 530-752-6574 to schedule an appointment with an advisor. Advisors also provide resume and cover letter review. Email your resume and/or cover letter to [Craig Compton](#), [Kirsten Hill](#), or [Ali Shinsato](#) and we will provide edits and comments to improve your materials. Be sure to submit your resume and cover letters for review at least one week in advance of the bidding deadlines. We will review the materials in the order in which they are received.

OCI or the Resume Collection questions? Please contact Kim Thomas at oci@law.ucdavis.edu or (530) 752-6574.

Asian American Bar Association Happy Hour—Complimentary Access for Law Students

JULY 28, 6 PM-9 PM, CARNELIAN BY THE BAY, 1 FERRY PLAZA, SAN FRANCISCO, CA

Please email [Ben Uy](#) for more information.

The Northwest Minority Job Fair

Sponsored and funded by a consortium of private and public sector employers, the Job Fair is open to 2Ls and 3Ls and is on August 27, 2011, at the Seattle office of Lane Powell PC, 1420 Fifth Avenue, Suite 4100. Register online [here](#). The deadline is July 22, 2011.



Questions? Contact the Career Services Office at careerservices@law.ucdavis.edu or call 530.752.6574.