

**November 1, 2012**

## Upcoming OCI Bidding Deadlines

### NEW RESUME COLLECTION EMPLOYER

**Stroock & Stroock & Lavan** (Los Angeles)

Session: Fall 2012 (Stroock & Stroock & Lavan resume collection)

Class Year: 3L

**Bidding is open.** Bidding deadline is **Tuesday, November 6 at 11:00pm**

### Los Angeles County Public Defender

Bid Deadline—**November 2 at 11 PM**; Class Year: 2L

**2Ls:** The resume collection for the Los Angeles Public Defender's Office bid deadline is Friday, Nov. 2 at 11 pm.

Interviews will be held over the winter break in Dec/Jan (in-person interviews are required).

**1Ls:** The Los Angeles Public Defender's Office accepts 1L applications from Dec. 1 – Jan. 15. We recommend that you apply in early December.

## Networking & Professional Development Opportunities

### EMPLOYMENT AND LABOR LAW NETWORKING EVENT

November 7, 6:00 PM – 8:00 PM, King Hall Courtyard

Please join King Hall Alumni, Friends and Students at our Employment and Labor Law networking event! Business dress is requested. For more information, please contact [Chris Rockwood](#).

### SACRAMENTO COUNTY DISTRICT ATTORNEY'S DIVERSITY OPEN HOUSE AND RECEPTION

November 8, 4:30-7 PM, Sacramento County District Attorney's Office, John Price Conference Room, 901 G Street, Sacramento

Please RSVP to Cecile Velasco at 916.874.7428 or [velascoc@sacda.org](mailto:velascoc@sacda.org) by



### [Alumni Directory](#)

### [Job Search Resources](#)

### [Symplicity](#)

### [Career News Archives](#)

### [Resume Collections](#)

Los Angeles Co. Public Defender's Office Resume Collection

bid deadline: Nov. 2 at 11 PM

### [New Walk-In Hours](#)

11 AM—1 PM, Mon—Fri.

11 AM-Noon; 4-5 PM, Tues-Thurs.

**Need more than a few minutes? Call 530.752.6574 to schedule an appointment.**

### [Archive of Recorded CSO Presentations](#)

## A Sampling of [Symplicity](#)

***Apply as soon as possible as many firms/organizations hire on a rolling basis.***

### A SAMPLING OF 3L POSITIONS

**2013-2014 Reproductive Justice Fellowship**, Law Students for Reproductive Justice (Oakland, CA);

[Symplicity](#) ID 341907, Deadline: Nov. 1

**ACLU of Northern California Reproductive Justice Intern**; [Symplicity](#) ID 342069, Deadline: Dec. 5

**Judicial Clerkship—High Court of American Samoa**, [Symplicity](#) ID: 341887; Deadline: Feb. 1, 2013 but early applications are encouraged

**2013-2014 Judiciary Law Clerk**, Administrative Office of the Courts, State of New Jersey (Trenton, NJ).

[Symplicity](#) ID 342011, Deadline: Mar. 29, 2013

### A SAMPLING OF 1L & 2L SUMMER POSITIONS

**Santa Clara DA Honors Program**, Santa Clara District Attorney (San Jose, CA); [Symplicity](#) ID 341576, Deadline: Nov. 9 (2L)

**Summer Law Clerk 2013**, Beeson, Tayer and Bodine (Oakland & Sacramento, CA); [Symplicity](#) ID 342006 & 342007, Deadline: Nov. 15 (2L)

**2013 Summer Associate Positions**, Morgan Lewis (Palo Alto, CA); [Symplicity](#) ID 341819 ([Intellectual Property](#)); [Symplicity](#) ID 341817 ([Labor and Employment](#)), Deadline: Nov. 15 (2L)

**ACLU of Northern California Reproductive Justice Intern**; [Symplicity](#) ID 342069, Deadline: Dec. 5 (1L & 2L)

**2013 Summer Fellowship**, Education Pioneers (Oakland, CA); [Symplicity](#) ID 341508, Deadline: Dec. 12 (2L)

**ACLU Foundation, Lesbian & Gay Rights and AIDS Project** (NYC); [Symplicity](#) ID 341911, Deadline: Jan. 10 (1L)

**San Francisco City Attorney's Office**; [Symplicity](#) ID 342074; Deadline: Jan. 11 (1L & 2L)

**2013 Summer Internship**, Consumer Financial Protection Bureau (Washington DC); [Symplicity](#) ID 341752 — hiring on a rolling basis; positions were paid last year, Deadline: Jan. 15 (2L)

## 3Ls: Presidential Management Fellows Program

Attention 3Ls! The Presidential Management Fellows (PMF) program Class of 2013 application period will open on **Monday, November 5** and close on **Monday, November 19, 2012**, at 11:59pm Eastern Time. The entire application process, including submission of all necessary documents, must be completed during this time period. The Presidential Management Fellows Program is a prestigious two-year paid program with the Federal Government that includes 160-hours of formal classroom training on leadership, management, policy and other topics, challenging assignments and the potential for accelerated promotions. Fellows are hired by agencies to work on domestic and international issues in public administration, technology, science, criminal justice, health, financial management and many other fields. The application is available in two places: at USAJOBS ([www.usajobs.gov](http://www.usajobs.gov)), simply search "Presidential Management Fellows," or go to the PMF website ([www.pmf.gov](http://www.pmf.gov)) and select the link found under the [Application Process/How to Apply](#) webpage. Note that the application includes an on-line assessment so please give yourself ample time to complete it before the deadline. Applicants are encouraged to join the [PMF Listserv](#) for important updates. You can also visit "[Become a PMF](#)" regularly for the most up-to-date information. Please direct any questions to Kirsten Hill. Although there is no longer a formal nomination process, applicants are requested to keep the Career Services Office informed of their status so that we can help you along the way.

## 1L Programs and Information

Please remember to complete the mandatory survey and to create/update your resume before your individual meeting.

General Resources, including the 1L Career Planning and Job Search Guide, the Resume and Cover Letter Guide, Sample Resumes and Cover Letters, and the link to the Alumni Directory, can be found on the Career Services [General Resources webpage](#).

### INDIVIDUAL MEETINGS:

Beginning November 1st—20 Minute Meeting with a Career Counselor

### UPDATED — EMPLOYMENT SECTOR PROGRAMS—PLEASE NOTE THE NEW DATES:

November 5th, 4-5 pm, Room 1002: Judicial Externships

November 7th, Noon-1 pm, Room 1002: Public Interest and Government

November 9th, 3-4 pm, Room 2304: Private Sector (firms and industry)

### NALP GUIDELINES AND EXCEPTIONS – STATE DEPARTMENT AND FBI HAVE 1L SUMMER POSITIONS THAT REQUIRE EARLY APPLICATIONS:

Pursuant to [national guidelines on legal recruitment \(NALP\)](#), "Prospective employers and first year law students should not initiate contact with one another and employers should not interview or make offers to first year students before December 1."

However, we wanted to make you aware of an employer that require earlier submission of application materials. Due to required background checks, a special exception has been made for the following agencies:

Department of State: Deadline Nov. 2, 2012

To learn more about this opportunity, visit the [University of Arizona Honors and Internship Handbook](#). Table 2 shows 1L Applications by Deadline.

If you are interested in applying, you may bring a draft of your application materials (cover letter and resume) to the Career Services Office or e-mail them to [careerservices@law.ucdavis.edu](mailto:careerservices@law.ucdavis.edu). Please put "1L application materials for State Department" in the subject line of the e-mail. Please provide draft application materials by no later than October 29.

More detailed information about the orientation and individual appointments will be sent out soon. The Career Services team is looking forward working with you.

## Resumes—demonstrate your value in 30 seconds

Your resume should effectively convey why you are a valuable candidate in fewer than 30 seconds. If your resume describes you as an interesting candidate well-suited to the position, a potential employer will continue to review it. Because of the sheer number of applicants, you should assume that once information in your resume becomes superfluous or unhelpful, the reviewer will move on to the resume of the next candidate.

To avoid being overlooked, it is important to include the *right* details. The best way to accomplish this is to eliminate repetitive, non-relevant details that do not highlight your qualities, and to provide more than a generic description of your experiences. "Performed various legal work" conveys little to the reviewer while, "assisted in preparing court documents, conducted regulatory research, communicated with local and federal regulatory bodies to ensure compliance" allows the reviewer to grasp the extent of your experience. Similarly, "managed office files," doesn't tell the reviewer much but, "managed over 100 civil litigation case files in office of a solo practitioner" highlights time management and organizational skills. Eliminate any description that is so generic it can be cut and pasted into the resume of another candidate. It is also a good idea to tailor your materials to the particular job description so that you highlight specific skills that the employer seeks.

Click [here](#) for information about how to draft your application materials and for sample resumes and cover letters.

**1Ls, please remember to bring your resume to your first appointment with the Career Services Office.**