

June 27, 2012

Fall OCI & Resume Collects

Bidding for all sessions opens on **June 29th** at 12:01 am. The first bidding deadline is **July 18th (at 5 PM)**.

E-mail your resume and/or cover letter to [Craig Compton](#) or [Kirsten Hill](#) and we will provide edits and comments to improve your materials. Due to the volume of requests that we receive, we cannot guarantee that we can provide significant comments to materials submitted after **July 11th** so please submit your materials early.

See the right hand sidebar for OCI dates. Click [here](#) for details about drafting your resume and cover letter.

OCI Symplicity Tip

OCI bidding opens June 29th. Before you can place bids, you need to upload documents in your *Documents* section. The “Apply” button will only appear once you have uploaded a resume. If an employer has requested a document that you have not uploaded it will say “not selected” in the *Bid/Application Details* area of the posting; once uploaded a drop-down menu will appear in the place of “not selected”. Some employers will ask for “Other Documents”; the details of the request are in the “Additional Requests” section of the posting.

Symplicity allows you to store a maximum of 20 documents at a time. Maximum file size per document is 200KB. You can delete cover letters once you have bid for an employer to make room to upload more documents. Deleted documents remain attached to your bids.

Many employers request transcripts. Scanned official transcripts are over the 200KB size limit so students can create an unofficial transcript sheet. Copy your transcript from SIS Web and paste it into a Word document; be sure to add your name. Once saved you can upload it to Symplicity. Label law school transcripts as “Unofficial Transcripts” and non-law school transcripts as “Other Document.” NOTE: You can only have one “Other Document” and one “Unofficial Transcript” uploaded at a time. If an employer is requesting multiple other documents or transcripts you may need to consolidate some documents.



[Alumni Directory](#)

[Job Search Resources](#)

[Symplicity](#)

[Career News Archives](#)

OCI Sessions:

[Aug 13-17*](#): bid deadline July 18, 5PM
[Aug 21-23](#) (in Silicon Valley): bid deadline July 24, 5PM

[Sept 4-7](#): bid deadline Aug 8, 5PM
[Sept 10-14](#): bid deadline Aug 14, 5PM

**this session occurs before school begins so make your summer plans accordingly*

Resume Collections:

[July Resume Collection](#): bid deadline July 23, 5PM

[Morrison & Foerster Resume Collection](#): bid deadline Aug 1, 5PM

[August Resume Collection](#): bid deadline Aug 20, 5 PM

Bidding Opens:

June 29 for all sessions

How Do I Apply to Non-OCI Employers?

The next few Career News issues will provide information about how to apply to **private, government, and public interest employers** that are not participating in Fall OCI and Resume Collections. While we are working hard to get employers to participate in OCI and Resume Collections, some choose not to interview on campus. If you are interested in an employer that is not participating in OCI or you are interested in a geographic region that is not as well represented at OCI, there are excellent resources online to help you research law firms, government entities, and public interest employers. Many of these resources are listed on our [Job Resources webpage](#).

This week’s focus is on large and mid-size firms and public interest fellowships because now is the time to apply to those employers. The next issue will cover federal applications.

Large & Mid-size Firms

Resources we would like to highlight for the private sector are: [The NALP Directory](#); [The US News Directory](#); [Martindale](#), and the [Small to Midsize Firm Directories found on the Intranet](#). These resources allow you to search by practice area, geographic region, and firm name among other terms. The NALP Directory provides recruiting contact information as well.

Direct applications to firms generally consist of a cover letter and resume. However, we advise that you also review the firms’ websites (generally under a “career,” “recruiting,” or “join us” tab) for instructions about what to include and how submit direct applications to their summer programs.

Remember that your cover letter should explain why you are interested in practicing in the firm’s geographic region – this is especially true for firms located outside of Northern CA. Any connection to the region (family, undergrad., previous job, etc...) can help. Be sure that your cover letters demonstrate interest in the firm and its relevant practice areas. Your cover letter should also demonstrate why you would be a good fit. Sample cover letters and resumes can be found on our [Job Resources webpage](#).

If the firm requests an electronic submission, PDF your resume before you send it as Word documents can become corrupted. Always check the PDF carefully to confirm that formatting is retained and that your margins are within the print range.

Public Interest Fellowships

NOW is the time to apply for Post-Graduate Public Interest Fellowships. Fellowships present a significant opportunity to launch yourself into a meaningful public interest career. [PSLawNet](#) is the best resource available to help you identify both in-house fellowships and host organizations seeking to partner with students in the fellowship application process. In addition to offering a *Comprehensive Guide to Fellowships*, PSLawNet also has an extensive [calendar](#) with information on over 300 fellowships organized by application deadline. Fellowship postings are also available on [Symplicity](#). Equal Justice Works Fellowship applications are available online beginning July 6, 2012 and must be submitted online no later than 2 pm on September 16th, 2012.

Detailed information on EJW fellowships and tips on preparing a successful application are available on the [Equal Justice Works website](#). Skadden fellowships are due on October 1, 2012 and more information can be found [here](#). When it comes to pursuing fellowships, don’t be afraid to be the initiator! Not all organizations willing to sponsor fellows advertise. Reach out to former employers and organizations that interest you and ask them to partner with you on an EJW or Skadden Fellowship. Fellowship applications take time to prepare and deadlines are closing fast! To schedule an appointment to discuss fellowships with Kirsten Hill in the Career Services Office, call (530) 752-5135 or email her directly at khhill@ucdavis.edu.

Clerkships—See OSCAR, Symplicity, and Court Websites for Additional Postings

NEVADA SUPREME COURT—JUDICIAL CLERKSHIPS TO BEING SUMMER/FALL 2013

Deadline: 6/29. Click [here](#) for application instructions.

Class of 2012—A Sampling of Positions

The California Attorney General’s Graduate Legal Assistant (GLA) examination is now open on a continuous basis. Visit the Attorney General’s Career Opportunity [exam section website](#) to read the bulletin and filing instructions. This position is for law school grads waiting to take, and pass, the CA State Bar within 12 months.

LAW CLERK TO A US DISTRICT JUDGE, CD CA

Deadline: 6/30. [Symplicity](#) Job ID 341157

LAW CLERK TO A US MAGISTRATE JUDGE, CD CA

Deadline: 6/30. [Symplicity](#) Job ID 341158

US COURT OF APPEALS, ELEVENTH CIR., STAFF ATTORNEY’S OFFICE

Deadline: 6/30. Visit [OSCAR](#) for additional information.

LA COUNTY LAW CLERK JOBS FOR NON-BAR AND BAR ADMITS

The application for the Law Clerk (Non-Bar Member) is [here](#).

We also recommend that you take the Law Clerk (Bar Member) Limited Term Exam so that you can submit an application as soon as you become a Bar Admit. Information is [here](#).

Mock Interview Program & Interview Boot Camp—Save the Date

The Career Services Office is working with LSA and local alumni to hold a mock interview program on August 10, 2012 (5:30-7:30 PM). We will send out registration information in a few weeks.

During the afternoon on August 10th 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 Boot Camp is open to all King Hall Students.

Additional Networking & Training Opportunities

Below is a sampling of events held over the summer. For additional events, check your local bar association, barristers club, and other organizations of interest.

BAY AREA

Legal Aid Society—Employment Law Center, [Summer Brown Bag Lectures in Public Interest Law](#)

ORANGE COUNTY

Orange County Bar Association, [Summer Member Mixer](#)

SACRAMENTO

[Environmental Law Section of the Sacramento County Bar Association](#)

RSVP to Mae at 916-455-7300 or mae@semlawyers.com

July 10, 2012, 11:45 AM—1:00 PM; Location: The Firehouse; Event Cost: Student \$15.00.

[Summer Associates Reception for the Barristers’ Club of Sacramento](#)

July 26, 2012, 5:30-7:30 PM at The Park Ultra Lounge in Sacramento (1116 15th Street).

REMOTE

[One Justice Summer Series for Law Students](#). Visit one-justice.org/trainings to register.

Equal Justice Works

Learn about [Equal Justice Works AmeriCorps Fellowship](#) opportunities at a free webinar on Thursday, June 28 at 1:00 p.m. EDT.

Check out Equal Justice Works new [Educational Debt manual](#) that will provide you with basic information about student loans, repayment options and relief programs.