

June 6, 2012

Fall OCI & Resume Collects

Beginning **June 15th**, you will be able to view the initial list of Fall OCI employers. Bidding for all sessions opens on **June 29th**. The first bidding deadline is **July 18th (at 5 PM)** which means that you should use the next five weeks to perfect your application materials.

The Career Services Office is here to provide resume and cover letter review among other things. E-mail 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. **We will review the materials in the order in which they are received. Due to the volume of request we receive, we cannot guarantee that we can provide significant comments to materials submitted after July 11th so please submit your materials early.**

See below for details about drafting your resume.

SYMPPLICITY TIP

Favorite” Job Postings

You can mark any non-OCI job posting as a “Favorite” by clicking on the “star” icon that is to the left of the job title (the star will turn yellow when clicked). You can view, manage and rank your list of favorite jobs by clicking on the *Favorites* tab.

Mark jobs as “Favorites” that interest you the most and use this list to easily access those postings. Also, positions that you have applied to can be placed in your “Favorites” list.

NOTE: Once the job posting deadline has passed the job will no longer appear in your Favorites list

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 materials and for sample resumes and cover letters.

Class of 2012—A Sampling of Positions

ASSOCIATE POSITION WITH KINGSLEY & KINGSLEY

Deadline: 6/7. [Symplcity](#) Job ID 341059

NEIGHBORHOOD LAW CORPS ATTORNEY, CITY OF OAKLAND, OFFICE OF THE CITY ATTORNEY

Deadline: 6/8. [Symplcity](#) Job ID 341074

ASSOCIATE ATTORNEY POSITION WITH SOUTHERN ENVIRONMENTAL LAW CENTER

Deadline: 6/11. [Symplcity](#) Job ID 341087

PENSION COUNSELING WITH LEGAL SERVICES OF NORTHERN CALIFORNIA (6 MONTH CONTRACT)

Deadline: 6/15. [Symplcity](#) Job ID 341179

EMPLOYEE RIGHTS ADVOCACY INSTITUTE FOR LAW & POLICY

Deadline: 6/15. [Symplcity](#) Job ID 341047

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

Deadline: 6/15. [Symplcity](#) Job ID 341096

JUNIOR CONSUMER FINANCE ASSOCIATE WITH K&L GATES

Deadline: 6/25. [Symplcity](#) Job ID 341148

LAW CLERK TO A US DISTRICT JUDGE, CD CA

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

LAW CLERK TO A US MAGISTRATE JUDGE, CD CA

Deadline: 6/30. [Symplcity](#) 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](#).

Summer Networking Opportunities with Fall OCI Employers

Goodwin Procter is participating in our upcoming Fall On-Campus Interview (OCI) program in August and will be recruiting for their Los Angeles, San Diego, San Francisco and Silicon Valley offices. They are also doing a resume collection for their Washington DC office. The below receptions for rising 2Ls are a great opportunity to learn more about Goodwin Procter before Fall OCI. **RSVP [here](#) and indicate which city event you plan to attend. Space is limited.**

June 14, 6:00 – 8:00 pm, Washington, DC, Acadiana Restaurant, 901 New York Ave., NW

June 25, 5:30 – 7:30 pm, Los Angeles, CA, Goodwin Procter Offices, 601 S. Figueroa Street, 41st Floor

June 26, 6:00 – 8:00 pm, New York, Ava Lounge (Rooftop of DREAM Hotel), 210 W. 55th Street

June 26, 5:30 – 7:30 pm, Silicon Valley, Martin’s West, 831 Main Street, Redwood City

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](#)

LOS ANGELES

Los Angeles County Bar Association, [Barristers Annual Summer Bash](#)

ORANGE COUNTY

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

SACRAMENTO

Real Property Section

RSVP to Charlotte Siligo csiligo@boutinjones.com

Date: 6/11/2012 11:45 AM—1:00 PM; Location: The Firehouse; Event Cost: Student \$15.00

“Poverty practice in chaotic times. How to find opportunity in a collapsed economy.”

Friday, June 22, 2012 at Noon, at the Sacramento offices of Downey Brand. When the economic, social and demographic environment shifts, so must the approach to the practice of law. Bill Kennedy, Managing Attorney of Legal Services of Northern California’s (LSNC) Sacramento office, will talk about the new realities in the Sacramento region and how lawyers can find new ways to address and defeat poverty in our community. Have a pizza lunch while listening to an interesting presentation by Mr. Kennedy, and also hear how attorneys can get involved in our Voluntary Legal Services Program (VLSP). **RSVP to [Nanette Aubut](#).**

REMOTE

OneJustice upcoming Summer Series for Law Students

OneJustice is offering a series of eight FREE trainings designed to introduce you to a variety of public interest topics and legal services programs in California. Each training will be presented as a live, interactive webinar from 12 p.m. to 1 p.m. and includes a question-and-answer period following the substantive lecture. Registrants will receive emails before each training with the link to join the online meeting, and OneJustice staff can provide technical assistance as needed. For more information, students can contact trainings@one-justice.org. **Visit [one-justice.org/trainings](#) to register. You must register for each session separately.**

Diversity Opportunities (click [here](#) for additional opportunities)

The Cooley Diversity Fellowship application deadline has been extended to June 15. Click [here](#) for more details.

Job Fairs (click [here](#) for a complete list)

BAY AREA DIVERSITY CAREER FAIR

July 28, 2012 at The Hilton San Francisco, Financial District; **registration is open**-click [here](#) for details.

THE SAN FRANCISCO INTELLECTUAL PROPERTY LAW ASSOCIATION BAY AREA JOB FAIR

July 29, 2012; Student Registration Deadline: June 18, 2012 5 PM; [Symplcity](#) Job ID 340967.

IMPACT CAREER FAIR FOR LAW STUDENTS AND ATTORNEYS WITH DISABILITIES

August 3, 2012; DC/Arlington, VA; Student Registration Deadline: July 8, 2012; [Symplcity](#) Job ID 340977

LGBT BAR ASSOCIATION LAVENDER LAW CONFERENCE AND CAREER FAIR

August 23-25, 2012; Washington DC; Student Registration Deadline: July 23, 2012; [Symplcity](#) Job ID 340810



[Alumni Directory](#)

[Diversity Opportunities](#)

[Job Search Resources](#)

[Networking Guide](#)

[Symplcity](#)

[CSO Presentation Archives](#)

[Career News Archives](#)

Walk-In Hours

Walk-in hours are suspended for the summer and will recommence in August. Please call 530.752.6574 to schedule an appointment and note whether you would like to meet in person or over the phone.