

July 3, 2012

## Fall OCI & Resume Collects

Bidding for all sessions is open. 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

### IS THERE AN ADVANTAGE TO BIDDING EARLY?

No, but do not wait until the last minute to complete your applications. Employers do not have access to student bids during the bidding period. The day after the bidding deadline is when employers receive access to application materials. Although they will have access to your application materials after the bidding deadline they cannot see when you placed your bid or how you ranked your bid.

Nevertheless, students are advised not to bid too close to the bidding deadlines in case you have questions that you did not anticipate or have computer or Symplicity issues. We have also found that those in a hurry often make mistakes, which can result in application materials being discarded. Additionally, Symplicity tends to run slow when many students are logged in at once. If you are in the middle of doing a bid and the deadline passes, Symplicity will not allow you to complete your bid. Once the bidding deadline passes it is not possible to change, submit, or withdraw bids.

Please review you application materials carefully. Every year students accidentally upload cover letters addressed to the wrong employer. Please remember to check all of your application materials carefully.



## [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

## Career Services Office

## Closed July 5 and July 6:

Staff available via e-mail.

## Writing Samples

Your writing sample should be your very best work, **yours alone**, and it should be a *legal* writing sample. Normally it should be between 5-10 pages or excerpted (no more than 10 pages) and should be redacted to protect client confidentiality. It is acceptable to omit sections for brevity but you should retain the section heading and make a note underneath the heading that lets the reader know why the section was omitted. It can be useful to include a cover page to (briefly) explain the writing sample. The cover page does not count toward your writing sample page limit.

If you use a writing sample from a job or externship, get explicit permission from your employer and make sure it is scrupulously redacted. Never leave in any identifying information from a pending case; mask names with a felt-tip pen. Check for grammar and spelling and send a clean typed copy. Law journal writing, published or unpublished, is appropriate as a writing sample, as is a moot court brief. You may also excerpt a paper written for a legal writing course, seminar, selected legal problem, or the advanced writing requirement.

Above all, your writing sample should show that you can think logically and can write clearly and concisely. One former judicial clerk advised that writing samples be "manageable enough to read quickly and self-contained enough to show how your mind works."

## How Do I Apply to Non-OCI Employers?

**This week's Career News focus is on federal government applications.** See the June 27th 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.

**3L 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! (For example, the FDIC began accepting applications on June 1st. ) 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.

**2L 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](#) (contact Career Services for the username and password). The handbook is organized alphabetically by agency and by class year and application deadline. The NEW 2012-2013 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 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 soon.

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](#)

### SACRAMENTO

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

RSVP to Mae at 916-455-7300 or [mae@semlawyers.com](mailto: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 15<sup>th</sup> Street).

### REMOTE

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

## Equal Justice Works

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