

We wanted to touch base with third year students so that you know we are here to help you navigate the world of searching for a post-graduate position. As you may know, legal employers hire at different times and in different ways. While many do not hire as much as one year in advance, there are some who begin hiring this fall and we want to make sure you know who they are and if you are interested in these employers, you will need to begin preparing your application materials this summer.

Our primary means of communicating with you is our weekly newsletter, *Career Services News of the Week*, which we post every Tuesday afternoon on mylaw and send to you by e-mail. We urge you to read this each week and you will be sure to be well informed of career-related information. You should also print out a copy of the Career Services summer quarter “to do” list on mylaw, on our department page.

We have many office publications to assist you – these can all be found on mylaw, Career Services Department Page, Publications and Handouts.

Please read the attached information and save it for future reference. The information will also be posted on mylaw, Career Services department page, Publications and Handouts.

CAREER SERVICES STAFF:

Randi Friedman, Assistant Dean and Director - e-mail: ra.friedman@neu.edu
Specialty areas - government and clerkships

Valerie Kapilow, Associate Director/Co-Director of Public Interest Advising - e-mail: v.kapilow@neu.edu
(Office hours: Monday, Tuesday and Thursday)
Specialty areas - fellowships, public interest, public defender and district attorney's offices

Amanda Wright, Career Advisor - (Office hours: Monday, Wednesday and Thursdays) e-mail: ab.wright@neu.edu
Specialty areas: private firms, clerkships

Katie Thatcher, Volunteer Career Advisor (Office hours: Tuesday and Friday) e-mail: lawcareers@neu.edu
Specialty areas: summer associate/fall recruitment

Dorothy Morgan, Recruitment Coordinator - e-mail: d.morgan@neu.edu
Specialty area: recruitment programs

Louise Ivens, Departmental Secretary - e-mail: l.iven@neu.edu
Specialty area: job postings, general information

Not sure of your interests? with whom to meet? - Send an e-mail to lawcareers@neu.edu and we will direct you to one of us.

POST-GRAD LEGAL HIRING THAT BEGINS THIS FALL:

Judicial Clerkships: Most state and federal clerkship applications are due this fall (as early as immediately after Labor Day). This summer, you will need to research judges and courts, prepare your application materials, identify your recommenders and ask for letters, and select a writing sample in advance of the application deadlines.

General information about applying for clerkships can be found in our Judicial Clerkship Handbook, see: <http://www.northeastern.edu/law/pdfs/career-services/judicialclerkshiphandbook10.pdf>. We held judicial clerkship info sessions this spring and summer. If you missed this program, you can listen to the Spring 2010 audiocast at: <http://www.northeastern.edu/law/careers/audiocasts.html>.

If you are applying to federal judges through OSCAR, you may also want to review the Overview of OSCAR memo that is on the Career Services department page of mylaw, Publications and Handouts. If you have questions re: applying for clerkships, contact Randi or Amanda.

If you need guidance re: your writing samples – *Margaret Hahn Dupont is an adjunct writing instructor who is available to assist students with writing samples*. The best way to contact Margaret is to send her an e-mail at: mhahndupont@gmail.com

Public interest fellowships: Fellowship deadlines begin this fall. If you are in the Boston area this summer and interested in applying for a public interest fellowship, you are invited to attend the EJW Information Session on Thursday, July 8th from 12-1:30 in Room 46 Dockser and the Skadden Information Session on Thursday, July 15th, from 12-1:30 in Room 46 Dockser. You should also review the in-house fellowship handbook, which can be downloaded at: <http://www.northeastern.edu/law/pdfs/career-services/fellowshiphandbook.pdf>. If you are planning to create your own fellowship project, this is the time to secure an organizational sponsor. If you have questions, contact Valerie.

Government Honors programs: Some large government agencies hire entry level attorneys through their “honors” programs and the deadlines for applying to these agencies begin this fall. Some agencies with early fall deadlines include the US Department of Justice, the SEC and the EPA. Comprehensive information about government honor programs can be found in the Government Honors and Internship Handbook, which can be accessed through mylaw, Career Services Department Page, online job-searching sites, Internet Sites for Job Hunters (login: social, password: justice), Click on Legal Job Listings, Click on Government. This resource is updated in July and you will need to access the resource through mylaw in order to find out the new login and password for the 2010-2011 edition. If you have questions, contact Randi.

Fall Recruitment Programs – On and Off-campus –

In May, we distributed the Guide to Fall Recruitment Programs, Instructions on Using Symplicity and FAQs. These documents are also available on Symplicity in the Document Library and on the Career Services department page of Mylaw.

You should review the fall recruitment memo for more information about the programs in which we participate. In July, the list of employers will be on Symplicity, under the OCI tab. The first deadline for applying is August 13, 2010. Information about the MA Law School Consortium fall government/public interest program and participating employers will be available later this summer.

Some of the employers participating in fall recruitment programs include:

Law Firms - As many of you know, large law firms generally use fall recruitment programs to hire second year students for summer associate positions. These large law firms do not usually look for third years for post-grad positions to begin in fall 2011. However, some firms (generally not the largest ones) interested in hiring for fall 2011 do participate in our on-campus program

and other fall recruitment programs in which we participate. If you have questions about fall recruitment, contact Amanda or Dorothy.

Public Defender/District Attorney's Offices and some other government agencies and public interest organizations are participating in the fall recruitment programs. If you are interested in public defender and district attorney's offices not on our lists, you should begin researching application deadlines for those offices. We are currently in the process of updating information on the hiring practices of the MA and NY District Attorney's. We will post the updated information on mylaw, Career Services department page. If you have questions about these employers, contact Valerie.

JOB POSTINGS:

As third years, you should be checking Symplicity every week for notices of job openings. As you know, you log in into Symplicity with your MyNEU user name and password. To view job listings, click on the "job postings" tab and the job title of each job posted. For the most part, the only types of jobs that are currently posted for third years are for those employers who hire a year in advance (judges, fellowships/fellowship sponsors). Many legal employers hire later on (such as small and medium firms, most government agencies, legal services and other advocacy organizations) so it is too early to expect job listings for these types of positions.

Please be aware that third years can see all job postings, including those for graduates. The postings for graduates are immediate openings and/or require some experience. You need to read the job description and requirements in order to determine if it is a job that begins in fall 2011 and is for new lawyers. The reason that we show you all of the jobs is so to give you a broad sense of the type of legal and law-related employers and positions.

TRANSCRIPTS:

There are three types of transcripts you may need to apply for post-graduate positions –

- 1) official transcript
- 2) unofficial transcript
- 3) transcript for OSCAR, Department of Justice electronic applications

Official Transcript - As you may know, an official Northeastern law school transcript consists of the following:

1. A letter signed by the Registrar, which explains our grading system
2. Academic history page, which lists the courses you have taken, the credit/no credit received for each first year course and the honors, high honors, pass, or fail received in each upper level course, and the co-op positions which you have held.
3. Copies of all course evaluations.
4. Copies of all co-op evaluations.

For the few employers who request an official transcript (and will not accept an unofficial or copy of a transcript), you can obtain one from the Registrar's Office by completing the Law School Transcript Request Form - http://www.registrar.neu.edu/law_trans.html.

Unofficial Transcript - Many employers accept unofficial law school transcripts. An unofficial transcript can be created by downloading the following documents from Symplicity: 1) an explanation of our grading system from the document library on Symplicity, 2) an academic history page which needs to be uploaded as the first page of your course evaluations, 3) your course evaluations and 4) your co-op evaluations. You can either merge these documents together into a single .pdf document using adobe, or print them separately and mail them.

Once per year in the summer, the law school uploads to Symplicity the Academic History Page as the first page of your course evaluations so that you will have all of the documents you need to create an unofficial version of your transcript. We do this in the summer because there are so many early fall deadlines for post-graduate jobs which require that you submit a transcript, and which will accept unofficial versions (e.g., for OCI, clerkships, fellowships, etc.).

The academic history page, which is generated by the Registrar, is deleted from Symplicity when summer quarter course evaluations have been added (for those in school in the summer) and fall quarter course evaluations have been added (for those in school in the fall).

Electronic Transcript for OSCAR and Department of Justice: There are specific instructions available in the OSCAR overview memo and that will be available later in a DOJ memo re: how to describe our grading system and how to enter your Northeastern transcript information for these specific employers.

MPRE:

Do not forget to take the Multistate Professional Responsibility Exam well in advance of graduation. As you may know, you need to receive a passing score of 85 or more to apply for the MA Bar. The MPRE exam is given three times per year – August, November and March. Do not wait until March to take the MPRE for the first time. The next test date is Friday, August 6th and the application deadline is June 29, 2010. You can register on-line at:

<http://www.ncbex.org/multistate-tests/mpre/>

We encourage you to contact us for assistance. We look forward to working with you!