

University of Miami School of Law



OUT-OF-TOWN JOB SEARCH GUIDE

**Career Development Office
1311 Miller Road
Room A112
Coral Gables, FL 33146
Tel: 305-284-2668
Fax: 305-284-6213
E-mail: cdo@law.miami.edu
Website: www.law.miami.edu/cdo**

TABLE OF CONTENTS

I.	INTRODUCTION	2
II.	CAREER DEVELOPMENT OFFICE RESOURCES	3
III.	RECIPROCITY	5
IV.	NETWORKING	6
V.	INFORMATIONAL INTERVIEWING	7
VI.	OUT-OF-TOWN JOB SEARCH TIMELINES	8
	• 1L TIMELINE	8
	• 2L TIMELINE	11
	• 3L TIMELINE	15
VII.	JOB FAIR INFORMATION	19
	• LIST OF AVAILABLE JOB FAIRS	20
VIII.	OUT-OF-TOWN JOB SEARCH ONLINE RESOURCES	23

INTRODUCTION

Every year, many students conduct job searches outside of South Florida. Conducting a job search outside your current geographical area requires you to plan ahead to make the most of your time away from Miami. This guide provides specific information on how to conduct such a search, and provides useful resources available from the Career Development Office. Regardless of where you want to start your legal career, the CDO is available to help you. We look forward to working with you.

CAREER DEVELOPMENT OFFICE RESOURCES

The CDO offers a number of resources useful when conducting an out-of-town job search.

Job Postings

Symplicity Job Posting Database (law-miami-csm.symplicity.com/students)

The CDO maintains a job posting database on Symplicity which lists summer and school year positions as well as post-graduate attorney postings. All UM law students and graduates have access to the Symplicity site, which is password protected. To obtain your username and password, please email dijones@law.miami.edu with your full name, graduation month/year, C-number or Cane ID number and preferred email address.

Intercollegiate Job Bank (https://www.law2.byu.edu/Career_Services/jobbank/)

The Intercollegiate Job Bank, maintained by Brigham Young University Law School, contains job postings from law schools around the country. The Job Bank is password protected. If you would like to access the Intercollegiate Job Bank, please call the CDO at 305-284-2668 or email cdo@law.miami.edu. Be sure to provide your name and year of graduation.

In addition, many bar organizations, associations and publications maintain online job postings that are often limited by geographic location, practice area or industry. Many of these sites can be found starting on page 23 in this guide and titled *Out-of-Town Job Search Online Resources*.

Career Development Office Website (www.law.miami.edu/cdo)

The CDO website contains lots of useful out-of-town job search information. You can find online resources for out-of-town opportunities in law firms, public interest organizations, state and federal judiciary, federal, state, and local government, and non-traditional legal careers.

Career Development Office Student Portal

The CDO Student Portal provides access to important job search related materials including employment opportunities, application forms and employer information. All students can easily access the Student Portal by visiting <https://wss.law.miami.edu/sites/cpc/students>. Students must log on using their UM law email and password to access the site. Once logged in, access materials by selecting the “Shared Documents” link and then choosing the appropriate folder.

Career Development Office Blog

The CDO maintains a blog ([Http://umlawcareerblog.blogspot.com/](http://umlawcareerblog.blogspot.com/)) to inform students of job search tips, professional development advice, networking opportunities, on campus events, career opportunities and other important information. Please add the blog to your favorites, or subscribe to its posts, so that you may stay informed of all CDO happenings and events.

Career Development Office Resource Library

The CDO Resource Library provides a wealth of information to students researching out-of-state job opportunities. The library contains books, binders and other publications with information ranging from the biggest employers in a particular city to job postings in foreign countries. Additional resources available in the library include contact information for University of Miami School of Law alumni by city and relocation binders for major cities.

“Job Searching In . . .” Handouts

The CDO’s handout series “**Job Searching In . . .**” contains useful information and resources for specific cities around the country. If you are interested in one of the following cities, check out the handout - available on the CDO website or in our office - for ways to start your job search in that particular market. The “**Job Searching In . . .**” handouts are currently available for the following 16 cities: Atlanta, Austin, Boston, Chicago, Dallas, Denver, Houston, Los Angeles, New York City, Philadelphia, Phoenix, San Diego, San Francisco, Seattle, Tampa/Orlando and Washington, D.C.

Additional Resources

At the CDO you will find three computers, a printer, typewriter, copier and fax machine for use in your job search. All are free to use. You may send up to five job search related faxes a day, including faxes to long distance numbers. The CDO will also provide free video conferencing tools should you need to set up a video interview with an out-of-area employer.

RECIPROCITY

For 3L* students and alumni who are conducting a job search outside of South Florida, the Career Development Office is able to request limited reciprocity services from the career center of an out-of-area law school, allowing students and alumni to use the career resources of another law school. Law schools are free to restrict the services available through reciprocity and can require attendance at their career center by the student or graduate. To learn more about a particular school's reciprocity policy, please visit the individual school's web site.

Reciprocity is extended for a period of three months from the date of approval. Each renewal is considered a new request. Reciprocity is unavailable* from August 1 to November 30, regardless of when initially requested. In the larger metropolitan areas, reciprocity may be requested at only one area school. This restriction applies to schools in New York/New Jersey, Washington D.C., Boston, Philadelphia, Chicago, Los Angeles, San Francisco and several other cities in California.

Requests for reciprocity must be made in writing to Davian Darby via e-mail at ddarby@law.miami.edu. Please include your graduation year, home address, e-mail address and the school from which you would like to request reciprocity. The CDO will send a letter to the specified law school on your behalf requesting reciprocity. Please allow two weeks for approval of the reciprocity request. Reciprocity visitors must abide by the granting law school's procedures. Please call ahead to ascertain convenient office hours and identify yourself on each office visit.

Do not contact or visit another law school's career center without first contacting the CDO and following the reciprocity procedure outlined above.

*If you are not eligible to request reciprocity due to your year in school or the time of the year, the CDO recommends using the Intercollegiate Job Bank to access job postings from schools around the country. For more information on how to access the Intercollegiate Job Bank, please see page 3 of this guide.

NETWORKING

Networking is meeting people and having them get to know you. It is the process of contacting those who can give you information about potential jobs, or can introduce you to others who can assist you with your job search. The goal of networking is to build strategic partnerships or relationships that will assist you in the future with your business and career development.

Networking is essential in any job search because it is one of the most successful ways to find a position, and the most utilized method of recruiting by most employers. Many positions are not advertised but filled through word of mouth. Since hiring someone is a risk, employers would rather interview and retain someone whom they know personally or who comes recommended by someone they trust.

Advice, information and referrals are all outcomes of proper networking and are invaluable tools for a job search. Take advantage of the possibilities and start your network.

Developing a Network

Your network should be extremely diverse. Each contact can lead to additional, unexpected allies. To develop a network, make contact with anyone you know who may have information about a job opening, or who may know someone else with information or a lead for a job. That can encompass a wide array of people and sources including: relatives, friends, previous and current co-workers, professors, previous and current classmates, alumni from your college and law school and acquaintances from community groups.

When conducting an out-of-town job search, you should take advantage of your time spent outside of South Florida. If you will be in a geographical area that you would like to work in, reach out to contacts ahead of time to determine whether you will be able to meet with them while in town. Also, take advantage of the different forums available to you while there, such as professional and bar association events, community events and even private parties with friends, family and former classmates. Do not underestimate the value of a social function for networking purposes. It is surprising how meeting someone at a cocktail party, wedding, luncheon, dinner party or golf game can lead to a conversation and, ultimately, an opportunity. If you attend or participate in a social activity, ask a friend or the host to introduce you to other guests. You can also introduce yourself and mingle. Start the ball rolling by engaging in small talk about what you do, and ask sincere questions about the other person's life and career. Be careful, if you sense that someone is turned off when you begin to discuss work, stop. If all goes well and you feel a mutual rapport develop, you can end the conversation by exchanging business cards or phone numbers and expressing your interest in speaking to the contact or getting together in the future. Follow up in a couple of weeks by asking the person out for lunch.

Remember, the goal of networking is to meet people, not to ask for jobs.

INFORMATIONAL INTERVIEWING

Informational interviews are invaluable tools for obtaining information about career choices, learning more about an area of practice and finding a job. Informational interviewing involves gathering career information from those who already work in the target occupations, organizations and geographic locations that interest you. It is a quick mentoring session which can also lead to an actual mentoring relationship. Informational interviews are not job interviews, although they may lead to job offers.

Steps to Informational Interviewing

1. Identify potential contacts. Use the online Martindale-Hubbell database (www.martindale.com) to locate attorneys practicing in the geographical areas in which you are interested. This database is also useful in identifying University of Miami School of Law alumni who can be valuable resources. Along with UM alumni, contact alumni from your undergraduate institutions working in the legal community. Contact your undergraduate institution's career center for more information.
2. Send letters to attorneys requesting informational interviews. Send your résumé with your letter. Your letter should be brief and explain the connection you have with the attorney, such as sharing a law school *alma mater*. State your interests, and why you are contacting them. Request a brief informational interview at their convenience. Acknowledge that you are sending a resume for informational purposes only. End the letter by stating that you will follow up with a phone call.
3. Follow up with a telephone call about a week after sending the letter. Reiterate your interest in a brief informational interview, and stress that you are not looking for a job. Be open to either a phone or in-person interview. If the person declines the opportunity to meet with you, simply thank them for their time and move on to the next call. If you are granted an informational interview, prepare for it by researching the person you are meeting with and his or her employer.
4. During the informational interview, ask relevant questions. Follow the same protocol as with a job interview by being polite, punctual and (if an in-person interview) well-dressed. Be prepared to lead the interview by asking questions. If you meet during a meal, you should offer, and be prepared, to pay. If the interviewee insists on paying, thank them politely for doing so.
5. At the end of the interview, ask for the names of other people that may be able to help you. Get permission to use the interviewee's name when you contact those new referrals.
6. Send a thank you letter letting them know how much you appreciate their time and advice. If they provided you with other contacts, let them know how you are following up with them. You should keep in touch with your contacts during the rest of your job search. Once you are gainfully employed, send a letter to the contact telling them about your success and giving them some of the credit.

OUT-OF-TOWN JOB SEARCH TIMELINE (1L)

November

- Attend the 1L Out-of-Town Job Search Information Session to learn more on how to conduct such a job search
- Meet with your CDO advisor to identify the geographic areas where you would like to work. At this time, you should also discuss how to develop your network in those markets
- If you would like to interview with employers in the market you will be visiting over winter break, talk with your advisor about researching that legal market and applying to employers in those areas
- Prepare your resume and cover letter for prospective employers. For more information on preparing a resume and cover letter, attend a Resume and Cover Letter workshop presented by CDO advisors and ask your advisor to review your materials. Your cover letters should highlight any connection to, or interest in, the markets to which you are applying. If applicable, your cover letter should inform the reader that you will be in the area during your winter break
- Prepare networking/informational interview letters to send to contacts so that you can begin to network over winter break. Your contacts should include friends, family, undergraduate alumni, law school alumni and anybody else that may be able to help you with your job search. Again, your letter should detail your connection to, or interest in, that particular market. If applicable, mention whether you will be in the area during your winter break
- Obtain the latest version of the *Government Honors and Internship Handbook* (available online and in the CDO) to determine any government opportunities you may be interested in. Note any upcoming deadlines. Speak with your advisor on how to identify other government opportunities in your preferred geographic area.

December

- If interested in applying to large law firms, applications may be sent starting December 1. Use www.nalpdirectory.com to identify firms.
- While home, tap into your personal network of contacts (family, friends, undergraduate alumni) to learn more about the legal market in that area, as well as potential opportunities
- Inquire about membership in local and state bar associations, as well as other related organizations. Membership in such organizations allows you to attend events, receive newsletters and other mailings and provides access to membership directories. You can also include your membership on your resume which provides you with yet another connection to a particular market. If an event is taking place while you are in the area, make plans to attend and network with local attorneys.

January

- Attend a Career Development Office workshop to learn more about opportunities available to you this summer
- Apply to federal government agencies such as the United States Attorney's Office at the beginning of the month. Speak with your advisor about how to identify federal government opportunities in your preferred geographic area. Consult the *Government Honors and Internship Handbook* (available online and in the CDO) for more information on opportunities with the federal government.
- Follow up with any employers or contacts you met with during winter break
- Begin researching fellowship opportunities so you do not miss any deadlines
- Apply to federal judges

February

- Begin, or continue to apply to, law firms. If you will be in their area over spring break, mention that in your cover letter.
- Follow up with employers to whom you applied and/or interviewed with
- Apply to state judges at the end of February
- Participate in Firm Night, as it is an excellent way to practice your networking skills
- Review materials on the Spring On Campus Interview ("OCI") Program, including the list of participating employers, to determine if any out-of-town employers are participating. Also review participating Resume Referral and Direct Contact employers. Bidding takes place from late February-early March.
- Apply to local and state government agencies such as state/district attorney's offices, public defender's offices and attorney general's offices
- If participating in Spring OCI, attend an OCI Information and Symplicity Training session

March

- Attend the Career Fair to talk with attorneys about different practice areas
- Sign up for a mock interview with an advisor to brush up on your interviewing skills
- Continue to apply to local and state government agencies such as state/district attorney's offices, public defender's offices and attorney general's offices
- Deadline to participate in the Patent Law Interview Program in Chicago
- If you have not already done so, apply to state judges

April

- Attend a mandatory OCI Orientation meeting if you plan to participate in the Fall On Campus Interview ("OCI") Program
- Submit a Job Fair Pre-Registration form to the CDO if you plan to participate in one or more job fairs in the late summer/fall
- If you are still looking for a summer position, do not panic as there are still plenty of opportunities available. Meet with your advisor to talk about your options

- Deadline to participate in the Southeastern Intellectual Property Job Fair in Atlanta

May

- Meet with your advisor to discuss preparing a job search plan for the upcoming fall. Also discuss a networking plan for the summer. Summer is a great time to get out in the community and network with those in the legal field.
- Before leaving campus for the summer, prepare electronic copies of your materials (resume, cover letter, transcript, writing sample and references) so that you can register for OCI in July
- Before leaving campus for the summer, secure letters of recommendation and/or references from first-year professors
- Deadline to participate in the Southeastern Minority Job Fair (“SEMJF”) in Atlanta

June

- Update your resume to reflect your current summer position. Have your advisor review your resume and cover letter in anticipation of Fall OCI and other deadlines
- Upload your updated resume and other materials onto Symplicity in anticipation of the Fall OCI Phase I deadline in July.
- Secure letters of recommendations and/or references from your current employer

OUT OF TOWN JOB SEARCH TIMELINE (2L)

July

- Read the Fall OCI Program Handbook to prepare for Phase I bidding
- Bid for Fall OCI Phase I employers. Make sure to review employers participating in the Resume Referral and Direct Contact programs, as many of these are located outside of South Florida.
- Deadlines to participate in the Southeastern Law Placement Consortium (“SELPC”) Job Fair in Atlanta, the Washington D.C. Interview Program (“WDCIP”) and the West Coast Interview Program (WCIP) in Santa Monica, CA.
- Research and identify employers not participating in Fall OCI or in the Resume Referral and Direct Contact Programs that you would like to apply to. At this time of the year, generally mid and large sized firms, as well as some boutique firms, will be accepting applications for the following summer. Prepare application materials and have your advisor review them.

August

- Apply to employers not participating in the Fall OCI or the Resume Referral and Direct Contact Programs
- Apply to the United States Department of Justice Summer Law Intern Program. Applications are accepted online beginning August 1
- Sign up for a mock interview through the Mock Interview Program
- Participate in Fall OCI
- Note deadlines for Resume Referral and Direct Contact Program employers
- Submit materials to Resume Referral and Direct Contact Program employers by the appropriate deadlines

September

- Bid for Fall OCI Phase II employers
- Review Resume Referral and Direct Contact sessions to determine if any additional employers have been added
- Deadline to apply to the United States Department of Justice Summer Law Intern Program is in mid-September
- Continue to research and identify employers not participating in Fall OCI or in the Resume Referral and Direct Contact Programs that you would like to apply to. Prepare application materials and have your advisor review them
- Obtain the latest version of the *Government Honors and Internship Handbook* (available online and in the CDO) to determine any government opportunities you may be interested in. Note any fall semester deadlines. Speak with your advisor on how to identify other government opportunities in your preferred geographic area.

October/November

- Attend the Out-of-Town Job Search Information Session to learn more on how to conduct such a job search
- Meet with your CDO advisor to identify the geographic areas where you would like to work. At this time, you should also discuss how to develop your network in those markets.
- If you would like to interview with employers in the market you will be visiting during winter break, talk with your advisor about researching that legal market and applying to employers
- Prepare your resume and cover letter for prospective employers. For more information on preparing a resume and cover letter, attend a Resume and Cover Letter workshop presented by CDO advisors, and ask your advisor to review your materials. Your cover letters should highlight any connection to, or interest in, the markets to which you are applying. If applicable, your cover letter should inform the reader that you will be in the area during your winter break.
- Prepare networking/informational interview letters to send to contacts so that you can begin to network over winter break. Your contacts should include friends, family, undergraduate alumni, law school alumni and anybody else that may be able to help you with your job search. Again, your letter should detail your connection to, or interest in, that particular market. If applicable, mention whether you will be in the area during your winter break.

December

- While home, tap into your personal network of contacts (family, friends, undergraduate alumni) to learn more about the legal market in that area, as well as potential opportunities
- Inquire about membership in local and state bar associations, as well as other related organizations. Membership in such organizations allows you to attend events, receive newsletters and other mailings and provides access to membership directories. You can also include your membership on your resume which provides you with yet another connection to a particular market. If an event is taking place while you are in the area, make plans to attend and network with local attorneys.

January

- Review the *Government Honors and Internship Handbook* (available online and in the CDO) for any federal or state government spring semester deadlines
- Follow up with any employers or contacts you met with during winter break
- Begin researching fellowship opportunities so you do not miss any deadlines
- Apply to federal judges

February

- Begin or continue to apply to law firms. If you will be in their area over spring break, mention that in your cover letter
- Follow up with employers to whom you applied and/or interviewed with
- Apply to state judges at the end of February
- Apply to local and state government agencies such as state/district attorney's offices, public defender's offices and attorney general's offices
- Review materials on the Spring OCI Program, including the list of participating employers to determine if any out-of-town employers are participating. Also review participating Resume Referral and Direct Contact employers. Bidding takes place from late February-early March.
- If participating in Spring OCI, attend an OCI Information and Symplicity Training session

March

- Attend the Career Fair to talk with attorneys about different practice areas
- Sign up for a mock interview with an advisor to brush up on your interviewing skills
- Continue to apply to local and state government agencies such as state/district attorney's offices, public defender's offices and attorney general's offices
- Deadline to participate in the Patent Law Interview Program in Chicago
- If you have not already done so, apply to state judges
- If interested in a judicial clerkship after graduation, please attend the Judicial Clerkship seminar conducted by Maggie Austin, Director of Judicial Clerkships, to learn more on how to prepare for the application process

April

- Attend a mandatory OCI Orientation meeting if you plan to participate in the Fall OCI Program
- If you plan to participate in one or more job fairs in the fall, submit a Job Fair Pre-Registration form to the CDO. If you are still looking for a summer position, do not panic as there are still plenty of opportunities available. Meet with your advisor to talk about your options.
- Deadline to participate in the Southeastern Intellectual Property Job Fair in Atlanta

May

- Meet with your advisor to discuss preparing a job search plan for the upcoming fall. Also discuss a networking plan for the summer. Summer is a great time to get out in the community and network with those in the legal field.

- Before leaving campus for the summer, prepare electronic copies of your materials (resume, cover letter, transcript, writing sample and references) so that you can register for OCI in July
- Deadline to participate in the Southeastern Minority Job Fair (“SEMJF”) in Atlanta

June

- Update your resume to reflect your current summer position. Have your advisor review your resume and cover letter in anticipation of Fall OCI and other deadlines.
- Upload your updated resume and other materials onto Symplicity in anticipation of the Fall OCI Phase I deadline in July
- Secure letters of recommendations and/or references from your current employer

OUT-OF-TOWN JOB SEARCH TIMELINE (3L)

July

- Read the Fall OCI Program Handbook to prepare for Phase I bidding
- Bid for Fall OCI Phase I employers
- Review employers participating in the Resume Referral and Direct Contact programs, as many of these are located outside of South Florida
- Deadlines to participate in the Southeastern Law Placement Consortium (“SELPC”) Job Fair in Atlanta and the Washington D.C. Interview Program
- Research and identify employers not participating in Fall OCI or the Resume Referral and Direct Contact Programs that you would like to apply to. At this time of the year, generally mid and large sized firms, as well as some boutique firms, will be accepting applications for the following summer. Prepare application materials and have your advisor review them.
- If interested in a judicial clerkship after graduation, visit the CDO website to read the information provided in the judicial clerkship information section. Begin to secure letters of recommendations from faculty and employers. Contact Maggie Austin, Director of Judicial Clerkships, for detailed information on the application process for federal and state judicial clerkships.

August

- Apply to employers not participating in Fall OCI or the Resume Referral and Direct Contact Programs
- Apply to the United States Department of Justice Honors Program. Applications are accepted online beginning August 1.
- Deadline to participate in the West Coast Interview Program (“WCIP”) in Santa Monica, CA
- Sign up for a mock interview through the Mock Interview Program
- Participate in Fall OCI
- Note deadlines for Resume Referral and Direct Contact Program employers
- Submit materials to Resume Referral and Direct Contact Program employers by the appropriate deadline
- Continue to research and identify employers not participating in Fall OCI or the Resume Review and Direct Contact Programs that you would like to apply to
- Prepare application materials and have your advisor review them
- Prepare judicial clerkship applications including resume, cover letter and writing sample. Ensure that letters of recommendations are completed on time.
- Obtain the latest version of the *Government Honors and Internship Handbook* (available online and in the CDO) to determine any government opportunities you may be interested in. Note any fall semester deadlines. Speak with your advisor on how to identify other government opportunities in your preferred geographic area.
- Identify any fellowships you are interested in and meet with Tamesha Keel of the CDO to begin preparing your application. Note any fall semester deadlines.

September

- Bid for Fall OCI Phase II employers
- Review Resume Referral and Direct Contact sessions to determine if any additional employers have been added
- Apply to federal judicial clerkships
- Deadline to apply to the United States Department of Justice Honors Program is in mid-September
- Continue to research and identify employers not participating in Fall OCI or the Resume Referral and Direct Contact Programs that you would like to apply to. Prepare application materials and have your advisor review them.

October/November

- Attend the Out-of-Town Job Search Information Session to learn more on how to conduct such a job search
- If you would like to interview with employers in the market you are visiting during winter break, talk with your advisor about researching that legal market and applying to employers
- Prepare networking/informational interview letters to send to contacts so that you can begin to network over winter break. Your contacts should include friends, family, undergraduate alumni, law school alumni and anybody else that may be able to help you with your job search. Again, your letter should detail your connection to, or interest in, that particular market. If applicable, mention whether you will be in the area during your winter break.
- Prepare networking/informational interview letters to send to contacts so that you can begin to network over winter break. Your contacts will include friends, family, undergraduate alumni, law school alumni and anybody else that may be able to help you with your job search. Again, be sure that your letter details your connection to, or interest in, that particular market.
- Apply for the Presidential Management Fellowship (“PMF”) Program. Applications are available in late October or early November.

December

- While home, tap into your personal network of contacts (family, friends, undergraduate alumni) to learn more about the legal market in that area, as well as potential opportunities
- Inquire about membership in local and state bar associations, as well as other related organizations. Membership in such organizations allows you to attend events, receive newsletters and other mailings, and provides access to membership directories. You can also include your membership on your resume which provides you with yet another connection to a particular market. If an event is taking place while you are in the area, make plans to attend and network with local attorneys.

- Request reciprocity from a law school in the geographic area you are interested in practicing. As many schools require you to visit their campus in order to use their services, you will want to coordinate reciprocity to coincide with any trips you plan to take over winter break.

January

- Follow up with any employers or contacts you met with during winter break
- Review the *Government Honors and Internship Handbook* (available online and in the CDO) for any spring semester deadlines
- Visit the Intercollegiate Job Bank monthly to view job postings from law schools around the country

February

- Begin to or continue to apply to law firms. If you will be in their area over spring break, mention that in your cover letter.
- Follow up with employers to whom you applied and/or interviewed with
- Review materials on the Spring On Campus Interview (OCI) Program including the list of participating employers to determine if any out of town employers are participating. Also review participating Résumé Referral and Direct Contact employers. Bidding takes place from late February-early March.
- If participating in Spring OCI, attend an OCI information and Symplicity training session
- Remember to visit the Intercollegiate Job Bank to view this month's job postings

March

- Attend the Career Fair to talk with attorneys about different practice areas
- Sign up for a mock interview with an advisor to brush up on your interviewing skills
- Apply to local and state government agencies such as state/district attorney's offices, public defender's offices, attorney general's offices
- Remember to visit the Intercollegiate Job Bank to view this month's job postings
- Request reciprocity from a law school in the geographic area you are interested in practicing. As many schools require you to visit their campus in order to use their services, you will want to coordinate reciprocity to coincide with any trips you plan to take over spring break.

April

- If you are still looking for a post-graduate position, do not panic as there are still plenty of opportunities available. Meet with your advisor to talk about your options.
- Remember to visit the Intercollegiate Job Bank to view this month's job postings

May

- Request reciprocity from a law school in the geographic area you are interested in practicing. As many schools require you to visit their campus in order to use their services, you will want to coordinate reciprocity with a school in the area you will be in while studying for the bar exam.
- Remember to visit the Intercollegiate Job Bank to view this month's job postings

JOB FAIR INFORMATION

University of Miami School of Law participates in numerous job fairs with other law schools and organizations. These programs give students increased access to a broad range of employers, and help accommodate employers unable to travel to University of Miami School of Law for on-campus interviews. Students interested in receiving exposure to employers outside of Florida should consider attending job fairs. Some job fairs require you to register and apply through the Career Development Office, while others allow you to apply directly to the job fair.

All job fairs have strict deadlines that must be adhered to. Please review the job fairs available to you and make note of any deadlines so that you do not miss any opportunities.

A Note About Pre-Registration

For many of the job fairs that require you to apply through the CDO, you will be required to pre-register with the CDO in order to receive important information including participating employers and deadlines. Pre-registration does not mean you are committing to participation and attendance at the job fair. Rather, pre-registration simply means that you are interested in receiving materials about the job fair and are considering applying.

To pre-register to receive job fair information, please submit a pre-registration form to the CDO. Pre-registration forms are available in April, and the deadline to submit your form is at the end of April.

JOB FAIRS

The Boston Lawyers Group Job Fairs, Boston, MA and Washington, D.C.

Held in August or September, these job fairs are for students of color interested in working in Boston for their post-graduate career. There is a reception the evening before each job fair which students are strongly encouraged to attend. For more information, please visit <http://www.bostonlawyersgroup.org/news/calendar.cfm> or contact Tamesha Keel (tkeel@law.miami.edu).

The Delaware Minority Job Fair, Wilmington, DE

Held in August, the purpose of this job fair is to increase diversity in the Delaware bar. For more information, please contact Cristina Ortega (cortega@law.miami.edu).

Equal Justice Works Career Fair and Conference, Washington, D.C.

Held in October, this program is the largest event of its kind in the country, and typically brings together over 200 public interest employers and over 1000 students. For more information, please visit www.equaljusticeworks.org/careerfair or contact Sarah Klein (sklein1@law.miami.edu).

Florida Bar Solo and Small Firm Conference and Interview Program

Open to all students and recent graduates interested in interviewing with small firms in Florida. The location varies by year. For more information, contact Cristina Ortega (cortega@lasw.miami.edu).

Florida Public Defender Association Career Fair, Orlando, FL

Open to rising 3Ls, recent graduates and attorneys interested in a law career in public service. For more information, contact Diane Quick (dquick@law.miami.edu).

Heartland Diversity Legal Job Fair, Kansas City, MO

Held in August. The Job Fair is designed to expose law students of diverse backgrounds to both the traditional and non-traditional legal employer. Law firms and legal organizations come together to encourage students to make Kansas City their first choice. For more information, please visit www.heartlanddiversity.org or contact Tere Rodriguez (trodriguez@law.miami.edu).

Hispanic National Bar Association Career Fair

Held in early fall, the location varies each year. The job fair is open to 2L and 3L Hispanic law students. For more information, please visit www.hnba.org or contact Cristina Ortega (cortega@law.miami.edu).

IMPACT Legal Recruitment Program for Law Students with Disabilities, Washington, D.C.

Held in August and sponsored by University of Arizona Rogers College of Law, Georgetown University Law Center, State Bar of Arizona Committee on Persons with Disabilities in the Legal Profession and the American Association of People with Disabilities. Open to law students and attorneys with disabilities. For more information, please visit www.law.arizona.edu/impact or contact Tere Rodriguez (trodriguez@law.miami.edu).

Indianapolis Bar Association Diversity Job Fair, Indianapolis, IN

Open to 2Ls who represent all aspects of diversity and are looking for a one-of-a-kind legal community in a Midwestern city. Two scholarships will also be awarded. For more information, contact Diane Quick (dquick@law.miami.edu).

Lavender Law Career Fair, Brooklyn, NY

Held in September and sponsored by the Lavender Law conference. The Career Fair, held for 2L and 3L lesbian, gay, bisexual and transgender students, features private firms and public organizations from all over the country. For more information, visit www.lavenderlaw.org/career.fair.html or contact Marcy Cox (mcox@law.miami.edu).

Minnesota Minority Recruitment Conference, Minneapolis/St. Paul, MN

Held in late August. Open to rising 2Ls and 3Ls wishing to work in the Twin cities. For more information, please visit www.diversityinpractice.org or contact Sarah Klein (sklein1@law.miamu.edu).

National Black Law Students Association Job Fairs

Held throughout August and September in Cleveland, OH, Seattle, WA, New York, NY, Washington, D.C., Birmingham, AL, San Francisco, CA, Los Angeles, CA and Houston, TX. For more information, please visit www.nblsajobfair.org or contact Tamesha Keel (tkeel@law.miami.edu).

The National Black Prosecutors Association Job Fair

Held in July, this job fair is open to students and alumni. The location varies by year. For more information, please visit www.blackprosecutors.org/conference.html or contact Tamesha Keel (tkeel@law.miami.edu).

Northwest Minority Job Fair, Seattle, WA

Held in late September or early October. The mission of the job fair is to foster access to employment opportunities for historically underrepresented persons in the practice of law, and to provide a networking forum for legal employers and minority law students. For more information, contact Karen Warren (kwarren@law.miami.edu).

NYU International Student Interview Program, New York, NY

Held in January. This consortium program, sponsored by 30 law schools, brings together over 125 international employers to interview foreign-trained lawyers who are doing their graduate studies towards an LL.M. degree in the United States. For more information, please contact Tere Rodriguez (trodriguez@law.miami.edu).

Patent Law Interview Program, Chicago, IL

Held in late July and sponsored by Loyola University Chicago School of Law. Most of the employers attending this job fair require that students be eligible for, or have passed, the patent bar examination. Deadline to register is in February/March. For more information, please contact Karen Warren (kwarren@law.miami.edu).

Rocky Mountain Diversity Legal Career Fair (“RMDLCF”), Denver, CO

Held in mid-September and open to student and recent graduates of any U.S. law school. Legal employers attending the RMDLCF seek to hire law students and recent graduates from culturally diverse backgrounds that have been traditionally underrepresented in the practice of law in the Rocky Mountain region. These include law students and recent graduates who are ethnic or racial minorities and/or gay or lesbian. For more information, please visit www.rmdlcf.com or contact Cristina Ortega (cortega@law.miami.edu).

Southeastern Intellectual Property Job Fair (“SIPJF”), Atlanta, GA

Held in late July and features employers seeking applicants interested in practicing intellectual property law. Information is available in the spring, and the deadline to register is in April. For more information, please visit law.gsu.edu/careers/SIPJF or contact Karen Warren (kwarren@law.miami.edu).

Southeastern Law Placement Consortium (“SELPC”), Atlanta, GA

Held in August or September, this job fair features employers from around the country. Deadline to register is in July. Students must pre-register with the CDO in April in order to receive information about this job fair. For more information, please contact Marcy Cox (mcox@law.miami.edu).

Southeastern Minority Job Fair (“SEMJF”), Atlanta, GA

Held in late July/early August, this is one of the largest job fairs in the country. Deadline to register is in May. Students must pre-register with the CDO in April in order to receive information about this job fair. For more information, please contact Marcy Cox (mcox@law.miami.edu).

Vault/MCCA Legal Diversity Career Fairs, New Orleans, LA, New York, NY, San Francisco, CA. Held in August. Open to rising 2L and 3L students. For more information, please visit www.vault.com/legaldiversity or contact Tamesha Keel (tkeel@law.miami.edu).

Washington D.C. Interview Program (“WDCIP”), Washington, D.C.

Held in August and sponsored by University of Miami School of Law, Washington University School of Law and Tulane University Law School. Deadline to register is in July. Students must pre-register with the CDO in April in order to receive information about this job fair. For more information, please contact Diane Quick (dquick@law.miami.edu).

West Coast Interview Program (“WCIP”), Santa Monica, CA

Held in September and sponsored by University of Miami School of Law, American University Washington College of Law, Benjamin N. Cardozo School of Law and Tulane University Law School. Deadline to register is in August. Students must pre-register with the CDO in April in order to receive information about this job fair. For more information, please contact Diane Quick (dquick@law.miami.edu).

OUT-OF-TOWN JOB SEARCH ONLINE RESOURCES

(Some websites are password protected. Please contact your advisor for login information.)

I. EMPLOYER DIRECTORIES

Martindale-Hubbell Lawyer and Law Firm Directory - www.martindale.com (this site has an online directory of law firms and lawyers around the country. Search for law firms and lawyers by location, area of practice, firm size and law school)

NALP Directory of Legal Employers - www.nalpdirectory.com (the annual directory includes information on more than 1,600 employers nationwide)

Chambers Associate – www.chambers-associate.com (is a directory of 100 national and international law firms providing users with firm profiles and information gathered from recruiters and associates)

Law Periscope - www.lawperiscope.com/ (allows you to search the profiles of the largest 300 law firms in the country to easily find contact information, attorney profiles, practice areas, branch offices and other online information)

StateLawyers.com - www.statelawyers.com/ (offers a wide range of free legal resources including a directory of attorneys, practice definitions and contact information for all courts, governments, bar associations and other professional organizations. The site also provides information about law schools.)

II. FEDERAL GOVERNMENT

A. GENERAL

United States Office of Personnel Management - www.opm.gov

USAJOBS - www.usajobs.opm.gov (official job site of the United States federal government) and www.studentjobs.gov (related site for students)

Federal Jobs Search Page - www.hrsjobs.com (similar to the OPM site but also contains links to state government web pages)

FedWorld - www.fedworld.gov (contains links to all federal agencies and employment)

Government Honors and Internship Handbook -

www.law.arizona.edu/career/honorshandbook.cfm (thorough list of summer and post graduation opportunities for 1Ls, 2Ls and 3Ls at the local, state and federal government level). The site is password protected.

The Hill - www.thehill.com (the “newspaper for and about the United States Congress” contains employment listings)

FedJobs Career Central - www.fedjobs.com

Leadership Directories - www.leadershipdirectories.com

Making The Difference - www.makingthedifference.org/index.shtml (provides information about the variety of opportunities available in federal service as well as tips for finding and applying for a federal government position)

B. SELECTED FEDERAL AGENCIES

Agriculture - <http://www.usda.gov/wps/portal/usdahome>

Central Intelligence Agency - www.cia.gov

Commerce - <http://www.commerce.gov/>

Defense - www.defenselink.mil

Drug Enforcement Administration - <http://www.usdoj.gov/dea/index.htm>

Education - www.ed.gov

Energy - www.doe.gov

Environmental Protection Agency - www.epa.gov

Federal Aviation Administration - www.faa.gov

Federal Bureau of Investigation - www.fbi.gov

Federal Communications Commission - www.fcc.gov

Federal Election Commission - www.fec.gov

Federal Emergency Management Agency - www.fema.gov

Federal Trade Commission - www.ftc.gov

Food and Drug Administration - www.fda.gov

General Services Administration - www.gsa.gov

Government Printing Office - www.gpoaccess.gov/

Department of Health & Human Services - www.os.dhhs.gov

Housing & Urban Development - www.hud.gov

Interior - www.doi.gov

Internal Revenue Service - www.irs.gov

Justice - www.usdoj.gov

Labor - www.dol.gov

National Transportation Safety Board - www.nts.gov/

Occupational Safety & Health Administration - www.osha.gov

Patent & Trademark Office - www.uspto.gov

Peace Corps - www.peacecorps.gov

Postal Service - www.usps.gov

Securities and Exchange Commission - www.sec.gov

Social Security Administration - www.ssa.gov

State - www.state.gov

Transportation - www.dot.gov

Treasury - www.ustreas.gov

Veterans Affairs - www.va.gov

III. STATE AND LOCAL GOVERNMENT

A. GENERAL

Directory of Prosecutors and Other Links -

<http://207.74.121.45/Prosecutor/proslist.htm>

Federal Jobs Search Page - www.hrsjobs.com (similar to the OPM site but also contains links to state government web pages)

Leadership Directories - www.leadershipdirectories.com

National Association of Attorneys General - www.naag.org

State and Local Government on the Net - www.statelocalgov.net (a comprehensive site for searching state and local government agencies)

B. STATE LEGISLATURE

National Conference of State Legislatures -

<http://www.ncsl.org/Home/tabid/118/Default.aspx>

State Local Government on the Net –

<http://www.statelocalgov.net/50states-legislature.cfm> (directory of state legislatures)

C. STATE AND LOCAL GOVERNMENT EMPLOYERS FOR SELECT CITIES

Atlanta, Georgia

Office of the Fulton County District Attorney

www.fultonda.org/employment

Prosecuting Attorney's Council of Georgia

www.pacga.org

City of Atlanta: Department of Law

www.atlanta.gov/government/law/

Office of the Attorney General of Georgia

<http://law.ga.gov/02/ago/home/0,2705,87670814,00.html>

Fulton County: Office of the County Attorney

www.fultoncountyga.gov/index.php/county-attorney/

Office of the Georgia Capital Defender

www.gacapdef.org/frame_home.htm

City of Atlanta: Municipal Court, Public Defender's Office

<http://www.atlantaga.gov/government>

The Office of Public Defender, Atlanta Judicial Circuit

www.fultoncountyga.gov

City of Atlanta Online

www.atlantaga.gov

Austin, Texas

Travis County District Attorney's Office

www.traviscountyda.com

Travis County Juvenile Public Defender

www.co.travis.tx.us/juvenile_public_defender/default.asp

Travis County Mental Health Public Defender Office

www.courts.state.tx.us/tfid/travismhpd.htm

Travis County Attorney

www.co.travis.tx.us/county_attorney/default.asp

City of Austin, Law Department

<http://www.ci.austin.tx.us/help/orgcharttext.htm>

Attorney General of Texas

<http://www.oag.state.tx.us/>

Western District of Texas: Office of the Federal Public Defender

www.txw.fd.org/index.htm

Texas General Land Office

www.glo.state.tx.us

Texas Department of Agriculture

www.agr.state.tx.us

Boston, Massachusetts

Suffolk County District Attorney's Office

www.mass.gov/dasuffolk/docs/job_opps.html

Norfolk District Attorney's Office

www.mass.gov/da/norfolk

Middlesex District Attorney's Office

www.middlesexda.com

Essex District Attorney's Office

<http://www.mass.gov/?pageID=deashomepage&L=1&L0=Home&sid=Deas>

Committee for Public Counsel Services - Public Defender Division

www.publiccounsel.net

City of Boston Law Department

www.cityofboston.gov/law

Federal Public Defender Office, Massachusetts

www.bostondefender.org/index.html

Office of the Attorney General Commonwealth of Massachusetts

www.mass.gov/ago

Massachusetts Office of Dispute Resolution & Public Collaboration

www.modr.umb.edu

Labor Relations Commission: Commonwealth of Massachusetts

www.mass.gov/lrc/index.htm

City of Boston Official Website

www.cityofboston.gov

Charlotte, North Carolina

Mecklenburg County Public Defender's Office

<http://www.nccourts.org/County/Mecklenburg/Staff/Defender.asp>

City of Charlotte, City Attorney

www.charmeck.org/departments/home.htm

District Attorney's Office, Mecklenburg County

<http://www.ncdistrictattorney.org/>

Chicago, Illinois

Office of the Illinois Attorney General

www.illinoisattorneygeneral.gov

Office of the Cook County Public Guardian

www.publicguardian.org

Public Defender, Law Office of the Cook County

www.co.cook.il.us

City of Chicago, Department of Law

www.cityofchicago.org/Law

Cook County State's Attorney's Office

www.statesattorney.org

Cleveland, Ohio

Cuyahoga County Prosecutor's Office

www.prosecutor.cuyahogacounty.us

Cuyahoga County Public Defender

www.publicdefender.cuyahogacounty.us

City of Cleveland: Department of Law - Cleveland City Hall

<http://www.city.cleveland.oh.us/portal/page/portal/CityofCleveland/Home/Government/CityAgencies/Law>

City of Cleveland: Department of Law - Criminal Division

<http://www.city.cleveland.oh.us/portal/page/portal/CityofCleveland/Home/Government/CityAgencies/Law>

State of Ohio: Attorney General

www.ag.state.oh.us/contact/regional.asp

Office of the Federal Public Defender, Northern District of Ohio

www.fpd-ohn.org

Dallas, Texas

Dallas County District Attorney's Office

www.dallasda.com

Dallas County Public Defender

www.dallascounty.org/departments/pubdefender/pd_index.html

Dallas City Attorney's Office

www.dallascityattorney.com

Dallas City Hall

www.dallascityhall.com

Denver, Colorado

Colorado State Public Defender, Denver Office

<http://pdweb.coloradodefenders.us/OfficeInfo/denver.html>

The Denver District Attorney's Office

<http://www.denverda.org>

Denver City Attorney's Office

http://www.denvergov.org/City_Attorney

Detroit, Michigan

Wayne County Prosecutor's Office

www.waynecounty.com/mygovt/prosecutor

Criminal Defense Resource Center

<http://www.sado.org/>

Wayne County Corporation Counsel (equivalent to County Attorney)

<http://www.waynecounty.com/mygovt/cc/default.aspx>

Houston, Texas

City of Houston Legal Department

<http://www.houstontx.gov>

Harris County District Attorney's Office

<http://app.dao.hctx.net/careers>

Office of the Harris County Attorney

<http://www.hctx.net/coatty/>

Kansas City, Missouri

Missouri State Public Defender

<http://www.publicdefender.mo.gov>

Missouri Attorney General's Office

<http://ago.mo.gov>

Jackson County Prosecuting Attorney

<http://www.jacksoncountypProsecutor.org/>

City Prosecutor's Office

<http://www.kcmo.org>

Kansas City Office of the City Attorney

www.kcmo.org/law.nsf/web/home?opendocument

Los Angeles, California

Los Angeles County District Attorney's Office

<http://da.co.la.ca.us>

Los Angeles County Public Defender's Office

<http://pd.co.la.ca.us/employment.html>

Los Angeles City Attorney's Office

http://www.ci.la.ca.us/atty/About_the_Office/attycareers.htm

Office of the Attorney General, State of California Department of Justice

<http://ag.ca.gov/careers>

California Department of Justice, Natural Resources Law Section

Phone: (213) 897-2612 Fax: (213) 897-2802

Los Angeles Official Website

www.lacity.org

Minneapolis/St. Paul, Minnesota

Hennepin County's Attorney's Office

www.hennepinattorney.org

Ramsey County Attorney's Office

www.co.ramsey.mn.us/Attorney/index.htm

State of Minnesota Board of Public Defense (Minneapolis)

www.pubdef.state.mn.us

Hennepin County Public Defender

www.hennepin.mn.us

Minnesota's Attorney General's Office

www.ag.state.mn.us

The St. Paul City Attorney's Office

Phone: (651) 266-8710

The Minneapolis City Attorney's Office

Phone: (612) 673-2010

Nashville, Tennessee

Office of the District Attorney

<http://da.nashville.gov/portal/page/portal/da/home/>

Public Defender (Ross Alderman)

<http://publicdefender.nashville.gov/portal/page/portal/publicdefender/home/>
Metropolitan Government of Nashville & Davidson County Department of Law
<http://www.nashville.gov/law/>
Office of the Attorney General and Reporter
<http://www.tn.gov/attorneygeneral/>

New Orleans, Louisiana

Orleans Parish District Attorney's Office
www.cityofno.com
New Orleans Legal Assistance Corporation
www.nolac.org
Orleans Public Defenders
www.orleanspublicdefenders.org
Louisiana Capital Assistance Center
www.thejusticecenter.org/
The Capital Appeals Project
www.thejusticecenter.org/cap/cap.html
The Capital Post-Conviction Project of Louisiana
Phone: (504) 212-2110 Fax: (504) 212-2130

New York, New York

New York Attorney General's Office
www.oag.state.ny.us/employment/career.html
New York City Law Department
www.nyc.gov/html/law/html/careers/
New York County District Attorney's Office
www.manhattanda.org
Bronx County District Attorney's Office
<http://www.bronxda.net>
Queens District Attorney's Office
www.queensda.org
Kings County District Attorney's Office
www.brooklynda.org
Brooklyn Defender Services
www.bds.org/aboutus/CareerOpportunities.aspx
The Bronx Defenders
www.bronxdefenders.org
NAACP Legal Defense and Educational Fund Inc.
www.naacpldf.org/content.aspx?article=1089
Legal Aid Society of New York
www.legal-aid.org/
Legal Services NYC

www.legalservicesnyc.org

Center for Appellate Litigation

www.appellate-litigation.org

New York City Official Website

www.nyc.gov/portal/site/nycgov

New York State Public Defense Organizations Listed by County -

www.nclas.org/NYPubDef.htm

Newark, New Jersey

Essex County Prosecutor's Office

<http://www.njecpo.org>

New Jersey Office of the Public Defender

<http://www.state.nj.us/defender/employment.shtml>

Office of the Attorney General: Division of Criminal Justice

<http://www.nj.gov/oag/dcj/>

Office of the Attorney General: New Jersey Division of Law

<http://www.nj.gov/oag/dcj/>

Raleigh, North Carolina

North Carolina Department of Juvenile Justice and Delinquency Prevention

www.ncdjdp.org/employment

North Carolina Department of Justice

<http://www.ncdoj.com/legalservices>

North Carolina Youth Advocacy & Involvement Office

www.doa.state.nc.us/yaio

Wake County District Attorney

<http://web.co.wake.nc.us/districtattorney>

Orange County, California

Orange County Government Office: County Executive Office

<http://egov.ocgov.com/portal/site/ocgov/>

Office of the Public Defender

<http://www.pubdef.ocgov.com/>

Alternate Defender

Phone: (714) 568-4160

Offices of the District Attorney for Orange County

<http://orangecountyda.com/home/index.asp>

Philadelphia, Pennsylvania

City of Philadelphia Law Department

<http://www.phila.gov/law>

City of Philadelphia District Attorney's Office

<http://www.phila.gov/districtattorney>

Pennsylvania Office of Attorney General

<http://www.attorneygeneral.gov/>

The Federal Community Defender of the Eastern District of Pennsylvania

www.paefd.org

The Defender Association of Philadelphia

<http://www.phila.gov/defender/>

Phoenix, Arizona

Maricopa County: Office of the Legal Defender

<http://www.maricopa.gov/legaldef/>

Maricopa County Attorney's Office

www.maricopacountyattorney.org/about/

City of Phoenix Law Department

www.phoenix.gov/law/contactus.html

Maricopa County Public Defender's Office

www.pubdef.maricopa.gov/Employ.htm

Office of the Attorney General

www.azag.gov/contact.html

Federal Public Defender: District of Arizona

Phone: (602) 382-2700 Fax: (602) 382-2800 Toll Free: (800) 758-7053

Portland, Oregon

Office of Multnomah County Attorney

www.co.multnomah.or.us/counsel/index.shtml

City Attorney's Office

www.portlandonline.com/attorney/index.cfm?c=28924

Federal Public Defender, District of Oregon

<http://or.fd.org>

Metropolitan Public Defender

www.mpdlaw.com/research.htm

Multnomah County District Attorney's Office

www.co.multnomah.or.us

Richmond, Virginia

Assistant City Attorney

<http://agency.governmentjobs.com/richmond/>

Office of the Attorney General

www.oag.state.va.us

Office of the Commonwealth's Attorney

<http://www.ci.richmond.va.us/departments/commonwealthAttorney>

San Diego, California

County of San Diego District Attorney

<http://www.sdca.org/office/>

San Diego City's Attorney Office

<http://www.sandiego.gov/cityattorney/about/jobs.shtml>

County of San Diego: Public Defender

http://www.sdcounty.ca.gov/public_defender/employment.html

San Francisco, California

San Francisco Public Defender

<http://sfpublicdefender.org/careers>

San Francisco District Attorney's Office

www.sfdistrictattorney.org/

Office of the City Attorney

www.sfgov.org/site/cityattorney

Seattle, Washington

The Defender Association

<http://www.defender.org/>

Washington State Attorney General's Office

<http://www.atg.wa.gov/>

King County Prosecuting Attorney

www.metrokc.gov/proatty/jobs/

Seattle City Attorney

www.seattle.gov/law/

Seattle City Attorney's Office

<http://www.seattle.gov/law/jobs/>

The Defender Association

<http://www.defender.org/jobs/attorney.shtml>

Washington D.C.

Public Defender Service for the District of Columbia

<http://www.pdsdc.org/>

Attorney General for the District of Columbia

<http://www.oag.dc.gov/occ/>

Washington D.C. Official Website

www.dc.gov

IV. OTHER RESOURCES FOR STATE AND LOCAL ORGANIZATIONS

A. CHAMBERS OF COMMERCE

A Guide to State Chambers of Commerce -

<http://www.usdirectory.com/ypr.aspx?fromform=qsearch&qc=&qd=FL&qhq=chamber+of+commerce&wqhqn=&rg=>

B. STATE LEGAL PUBLICATIONS

California Bar Journal (in CDO Resource Library)

Cal Law – California’s Legal News Source - www.law.com/jsp/ca/index.jsp

Chicago Daily Law Bulletin - http://www.chicagolawbulletin.com/browser_pass.cfm

Daily Journal - www.dailyjournal.com (includes California publications and classifieds)

Florida Bar Journal (in CDO Resource Library)

Florida Bar News (in CDO Resource Library)

New York Lawyer - www.nylawyer.com

New Jersey Lawyer - www.njlnews.com

Law.Com - www.law.com (legal news and information)

Lawyers Weekly - www.lawyersweekly.com

(publishes legal newspapers in VA, CO, FL, MA, MI, MO, NC, NH, OH, OR, RI, SC, and WA. Users can access classified ads for legal positions in these states and set up automatic email notification for jobs that meet their criteria)

Philadelphia Lawyer - www.phillylawyer.com (a compilation of legal information pertaining to Pennsylvania, including employment links)

Texas Lawyer - www.texlaw.com

News Voyager - www.newspaperlinks.com/voyager.cfm (links to national and local newspapers)

V. THE JUDICIARY

A. GENERAL

Oscar – Online System for Clerkship Application and Review

<https://oscar.uscourts.gov/>

Judicial Clerkships - www.judicialclerkships.com (helps students navigate the maze of judicial courts and clerkship opportunities)

Who Has Court Jobs - www.whohascourtjobs.com (state-by-state listing of staff attorney and support staff job opportunities)

United States Committee on the Judiciary – <http://judiciary.senate.gov>
(tracks judicial nominations and confirmations)

B. FEDERAL COURTS

United States Courts - www.uscourts.gov/courtlinks (contains links to the United States Supreme Court, United States Court of Appeals and United States District Courts)

Federal Judicial Center – www.fjc.gov

Biographical Directory of Federal Judges – <http://www.fjc.gov/public/home.nsf/hisj>

C. STATE COURTS

National Center for State Courts -

www.ncsconline.org/D_KIS/info_court_web_sites.html (provides judicial branch links for each state, focusing on the administrative office of the courts, the court of last resort, any intermediate appellate courts, and each trial court level)

The Vermont Guide to State Judicial Clerkships

http://www.vermontlaw.edu/Resources/Judicial_Clerkship_and_Internship_Resources.htm (is a comprehensive guide to the procedures for applying for state court judicial clerkships at all levels in all 50 states and some U.S. territories). Copies are available in the CDO Resource Room. To access the guide online, please contact the CDO for the username and password.

VI. PUBLIC INTEREST

A. GENERAL

The Public Service Law Network - www.pslawnet.org (searchable site for nonprofit and public interest positions)

Equal Justice Works - www.equaljusticeworks.org

Essential Information - www.essential.org (public interest group clearinghouse)

Community Career Center - www.nonprofitjobs.org (includes job postings)

Just Advocates - www.just-advocates.com/

Sargent Shriver National Center on Poverty Law - www.povertylaw.org

National Legal Aid and Defender Association - www.nlada.org

National Fair Housing Advocate Online - www.fairhousing.com

Open Society Institute – www.soros.org

Philanthropy News Digest - www.fdncenter.org/pnd/

Public Interest Clearinghouse - www.pic.org

B. HUMAN RIGHTS

Amnesty International - www.amnesty.org

Center for International Human Rights Law – www.rightsinternational.org

Center for Justice & International Law - www.cejil.org

Global Rights - www.hrlawgroup.org

Human Rights First - <http://www.humanrightsfirst.org/>

Human Rights Watch - www.hrw.org

Human Rights Web - www.hrweb.org

International Rescue Committee - www.theirc.org

Lawyers Without Borders - <http://www.lawyerswithoutborders.org/Pages/Default.aspx>

VII. SPECIFIC AREAS OF PRACTICE

A. ENVIRONMENTAL

Center for International Environmental Law - www.ciel.org

Civil Society International - www.civilsoc.org

Environmental Career Opportunities - www.ecojobs.com

The Environment Directory - www.webdirectory.com

Environmental Law Alliance Worldwide - www.elaw.org

Environmental Law Institute - www.eli.org

International Council for Local Environmental Issues - www.iclei.org

B. HEALTH

American Health Lawyers Association - www.healthlawyers.org

Health Law Section of the American Bar Association – www.aba.org/health

Health Law Section of the Florida Bar – www.flabarhls.org

Public Health Law & Policy – www.phlaw.org

C. IMMIGRATION

American Immigration American Lawyers Association - <http://www.aila.org/>

The American Immigration Law Foundation Center – www.ailfc.org

National Immigration Law Center – www.nilc.org

US Citizen and Immigration Services – www.uscis.gov

D. INTELLECTUAL PROPERTY AND COMPUTER

Career Opportunities in IP Law - www.oppedahl.com/opportunities

The Computer Law Resource - www.complaw.com

E. INTERNATIONAL

American Society of International Law - www.asil.org
Amnesty International – www.amnesty.org
Employment Website of the United Nations – www.jobs.un.org
International Career Employment Weekly (in CDO Resource Library)
International Center for Commercial Law – www.icclaw.com
International Committee for the Red Cross – www.icrc.org
International Finance Corporation – www.ifc.org
International Jobs - www.overseasjobs.com
International Law Students Association - www.ilsa.org
Law Society of England and Wales - www.lawsoc.org.uk
OneWorld - <http://us.oneworld.net/>
United Nations - www.unsystem.org
The World Bank – www.worldbank.com
World Intellectual Property Organization – www.wipo.org
World Trade Organization – www.wto.org

F. SPORTS AND ENTERTAINMENT

Entertainment Careers – www.entertainmentcareers.net/jobs
(Contains postings for internships and positions in the entertainment industry. It can search by geographic area or job category including legal/business affairs.)
Fox Studios - www.foxstudios.com
HBO - www.hbo.com
Hollywood Reporter (in CDO Resource Library)
National Basketball Association - www.nba.com
National Hockey League - www.nhl.com
National Football League - www.nfl.com
Major League Baseball - www.majorleaguebaseball.com
MGM/United Artists - www.mgm.com
MTV - www.mtv.com
The Music Yellow Pages - www.musicyellowpages.com
NBC/Universal - www.nbcunicareers.com
National Collegiate Athletic Association - www.ncaa.org
National Public Radio - www.npr.com
Paramount Studios - www.paramount.com
Show Biz Jobs - www.showbizjobs.com
Sony - www.sony.com/SCA/job.shtml
Women's National Basketball Association - www.wnba.com
The Walt Disney Company - www.disney.go.com/DisneyCareers
Warner Brothers - www.warnerbros.com

VIII. CORPORATIONS AND ADDITIONAL ORGANIZATIONS

Accenture - <http://www.accenture.com/home/default.htm>

American Bankers Association - <http://www.aba.com/default.htm>

Association of Corporate Counsel - www.acca.com

Bain & Company - www.bain.com

Bank Administration Institute - www.bai.org

Booz Allen Hamilton - www.boozallen.com

Deloitte Touche Tohmatsu - www.dttus.com

Ernst & Young - <http://www.ey.com/global/content.nsf/International/Home>

Hoovers Comprehensive Corporate Guide - www.hoovers.com

KPMG International - www.kpmg.com

McKinsey & Company - www.mckinsey.com

PricewaterhouseCoopers - www.pwcglobal.com

IX. NON-TRADITIONAL LEGAL CAREERS

A. GENERAL

Non-Traditional Legal Careers Report

www.nontradlegal.com. Lists opportunities for lawyers in business, education, government, the judiciary, publishing, policy, libraries, public interest and international positions. The site is password protected. Please contact the CDO at 305-284-2668 for login information.

Legal Marketing Portal

<http://www.lawmarketing.com/pages/jobs.asp>. Contains job listings with salary information in the following areas: marketing, business development, media relations, and marketing technology.

The Professional Marketing Forum

<http://www.pmforumusa.com/>. This site contains job listings in the areas of marketing, client services, and finance in Europe, Asia, and North America. It can be searched by job category, geographical location, and salary range. Students can sign up to be alerted via email when new job listings in your area(s) of interest are added to the site

B. GOVERNMENT AND PUBLIC AFFAIRS

Opportunities in Public Affairs

<http://www.brubach.com>. Lists opportunities in public relations, legislation, journalism, and other fields in nonprofits, corporations, and the government in the Washington, D.C. area.

Roll Call Jobs

www.rcjobs.com. Lists opportunities in government affairs, lobbying and related fields

C. FOUNDATIONS

Philanthropy News Digest Foundation Center Job Corner

www.fdncenter.org/pnd/jobs. Lists current full-time job openings at U.S.- based foundations, public charities, corporate programs and nonprofit organizations.

Foundation Center – www.foundaitoncenter.org

Foundations Directory – www.foundations.org/grantmakers

D. ACADEMIA

Academic Employment Network - www.academploy.com

American Association of Law Libraries - www.aallnet.org/

The Association of American Law Schools (AALS) - www.aals.org

The Chronicle of Higher Education - chronicle.com

National Association of College and University Attorneys - www.nacua.org

National Collegiate Athletic Association - <http://www.ncaa.org/>

X. NATIONAL, STATE AND LOCAL BAR ASSOCIATIONS

A. NATIONAL BAR ASSOCIATIONS

American Bar Association - www.abanet.org

ABA Career Counsel - www.abanet.org/careercounsel/

ABA Commission on Racial and Ethnic Diversity in the Profession - www.abanet.org/minorities/home.html

American Society of International Law - www.asil.org

Association of Federal Defense Attorneys - www.afda.org

American Association for Justice (formerly Association of Trial Lawyers of America) - www.atlanet.org

Federal Bar Association – www.fedbar.org

Federal Circuit Bar Association - <http://www.fedcirbar.org/>

Hispanic National Bar Association - www.hnba.com

Inter-American Bar Association - www.iaba.org

National Asian Pacific American Bar Association - www.napaba.org

National Bar Association - www.nationalbar.org

B. STATE AND LOCAL BAR ASSOCIATIONS

Alabama State Bar - www.alabar.org

Alaska Bar Association - www.alaskabar.org

State Bar of Arizona - www.azbar.org

Arkansas Bar Association - www.arkbar.com

Boston Bar Association - www.bostonbar.org

State Bar of California - www.calbar.org
Chattanooga Bar Association - www.chattbar.org
Chicago Bar Association - www.chicagobar.org
CBA Career Passport - www.chicagobar.org/public/careers/careers.asp
Cleveland Bar Association - www.clevelandbar.org
Colorado Bar Association - www.cobar.org
Columbus Bar Association - www.cbalaw.org
Connecticut Bar Association - www.ctbar.org
Delaware State Bar Association - www.dsba.org
District of Columbia Bar Association - www.dcbbar.org
Florida Bar - www.floridabar.org
State Bar of Georgia - www.gabar.org
Hawaii State Bar Association - www.hsba.org
Idaho State Bar - www.state.id.us/isb
Illinois State Bar Association - www.illinoisbar.org
Indiana State Bar Association - www.inbar.org
Iowa State Bar Association - www.iowabar.org
Kansas Bar Association - www.ink.org/public/cybar
Kentucky Bar Association - www.kybar.org
Los Angeles County Bar Association - www.lacba.org
Louisiana State Bar Association - www.lsba.org
Maine State Bar Association - www.mainebar.org
Maryland State Bar Association - www.msba.org
Massachusetts Bar Association - www.massbar.org
State Bar of Michigan - www.michbar.org
Minnesota State Bar Association - www.mnbar.org
Mississippi Bar - www.msbar.org
Missouri Bar - www.mobar.org
State Bar of Montana - www.montanabar.org
Nashville Bar Association - www.nashbar.org
Nebraska State Bar Association - www.nebar.com
State Bar of Nevada - www.nvbar.org
Nevada Trial Lawyers Association - www.ntla.org
New Hampshire Bar Association - www.nhbar.org
New Jersey State Bar Foundation - www.njsbf.com
State Bar of New Mexico - nmbar.org
New York State Bar Association - www.nysba.org
New York State Trial Lawyers Association - www.nystla.org
North Carolina Bar Association - www.ncbar.org
State Bar Association of North Dakota - www.sband.org
Ohio State Bar Association - www.ohiobar.org
Oklahoma Bar Association - www.okbar.org
Orange County Bar Association - www.ocbar.org
Oregon State Bar - www.osbar.org
Pennsylvania Bar Institute - www.pbi.org
Philadelphia Bar Association - www.philabar.org

Rhode Island Bar Association - www.ribar.com
San Diego County Bar Association - www.sdcba.org
Bar Association of San Francisco - www.sfbar.org
South Carolina Bar - www.scbar.org
State Bar of South Dakota - www.sdbar.org
Bar Association of Metropolitan St. Louis - www.bamsl.org
Tennessee Bar Association - www.tba.org
State Bar of Texas - www.texasadr.org
Tulsa County Bar Association - www.tulsabar.com
Utah State Bar - www.utahbar.org
Vermont Bar Association - www.vtbar.org
Virginia State Bar - www.vsb.org
Washington State Bar Association - www.wsba.org
West Virginia State Bar - www.wvbar.org
State Bar of Wisconsin - www.wisbar.org
Wyoming State Bar - www.wyomingbar.org