

STRATEGIES FOR A JOB IN PRIVATE LEGAL PRACTICE

In developing your career you need to research areas in which you are interested and plan the steps to reach your goal.

1. In developing a list of law firms for which you would like to work, consider the following:

What kind of work would you like to do?

Transactional and/or litigation

Have responsibility for pieces of a project that gradually increase in size and scope or handle the whole project from start to finish. (Generally, large law firms give their associates pieces of projects, small law firms give their associates whole projects, and medium law firms give their associates a mix.)

What practice specialty interests you?

Variety of specialties (general practice firms)

Specific specialty (boutique firms)

What type of clients would you like to work with/for?

Major corporate clients (national/regional firms)

Prominent regional and local companies and individuals (regional law firms)

Individuals (local law firms)

Where do you want to locate?

Texas or out-of-state

Large, medium, or small community

2. Utilize the following resources:

- a. Attend and participate in programs sponsored by the school and professional organizations that introduce you to private practitioners and their practice.
- b. Talk with students who have worked with firms, faculty, lawyers you know, and family friends and ask for names of firms that fit your profile.
- c. Computer databases: LEXIS has Martindale-Hubbell online; WESTLAW has the NALP directory online.
- d. Books, periodicals, notebooks, and DVDs in the Career Services Office. Your Career Services office has recently purchased a video series produced by Texas Young Lawyers which allows you to obtain valuable information regarding various specialties of law.

3. Make a list of the law firms that fit your profile. The list should include the following: law firm name; address; telephone number; contact person; practice areas; clients; Wesleyan alumni and other lawyers working at the firm with whom you can connect; and any other pertinent information you discovered in your research.

4. Develop a strategy for contacting the law firm.

- a. Consult with Career Services regarding time frames.
- b. A general time frame guide is given below. Send your resume with a cover letter directly to the law firm:
 - Labor Day-Law firms that are members of NALP;
 - October 15-National/regional/boutique law firms; and
 - January through spring-Regional/local law firms
- c. If you are not in the top quarter or third of your class, consider the following:
 - 1) Evaluate whether you have a particular expertise that you could sell to a law firm-undergraduate degree or work experience. If you do, contact the head of

that section within the law firm directly.

- 2) Consider requesting a clerkship during the academic year
- 3) Identify a personal contact within the firm to discuss ways to get your foot in the door.

NATIONAL LAW FIRMS																									
GEOGRAPHIC LOCATION	Found in cities greater than one million.																								
CLIENTS	Large national corporations. Prominent national institutions. Sometimes extremely wealthy individuals.																								
SPECIALTY AREAS	<table border="0"> <tr> <td>Administrative</td> <td>Energy</td> <td>Product Liability</td> </tr> <tr> <td>Antitrust</td> <td>Environmental</td> <td>Professional Liability</td> </tr> <tr> <td>Banking</td> <td>Estate Planning</td> <td>Real Estate</td> </tr> <tr> <td>Bankruptcy/Reorganization</td> <td>Finance</td> <td>Securities</td> </tr> <tr> <td>Business Litigation</td> <td>Intellectual Property</td> <td>Tax/Employee Benefits</td> </tr> <tr> <td>Civil Litigation</td> <td>International</td> <td></td> </tr> <tr> <td>Corporate</td> <td>Mergers/Acquisitions</td> <td></td> </tr> <tr> <td>Employment/Labor</td> <td>Municipal Bonds</td> <td></td> </tr> </table>	Administrative	Energy	Product Liability	Antitrust	Environmental	Professional Liability	Banking	Estate Planning	Real Estate	Bankruptcy/Reorganization	Finance	Securities	Business Litigation	Intellectual Property	Tax/Employee Benefits	Civil Litigation	International		Corporate	Mergers/Acquisitions		Employment/Labor	Municipal Bonds	
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Civil Litigation	International																								
Corporate	Mergers/Acquisitions																								
Employment/Labor	Municipal Bonds																								
WORK ATMOSPHERE	<p>Colleagues are highly credentialed lawyers; Plush offices; High level staff support; Formal, subdued, conservative office place; Long hours; Frequent weekend/emergency projects; High competitiveness; Few make partner.</p>																								
WORK	<p>Sophisticated transaction and litigation work; Highly specialized; High emphasis on research and writing during early associate years; Associates rarely handle matters themselves, instead they have smaller pieces of large projects.</p>																								
REWARDS	<p>High salary. Well-publicized matters.</p>																								

REGIONAL LAW FIRMS			
GEOGRAPHIC LOCATION	Typically found in cities between 200,000 and one million.		
CLIENTS	Regional representation of large national corporations. Regional representation of prominent national institutions. Small/medium sized regional corporations/institutions. Prominent individuals.		
SPECIALTY AREAS	Banking Bankruptcy Reorganization Business/Commercial Business Litigation Civil Litigation Condemnation Civil Rights Finance Contracts	Insurance Defense Creditors Rights Criminal (White Collar) Education Employment/Labor Energy Family Law Land Use/Zoning Immigration	Negligence/Personal Injury Product Liability Professional Liability Public Utilities Environmental Real Estate Tax/Estate Planning Consumer
WORK ATMOSPHERE	Colleagues are highly credentialed lawyers; Plush offices; High level staff support; Formal, subdued, conservative office place; Long hours; Frequent weekend/emergency projects; High competitiveness; Few make partner.		
WORK	Sophisticated transaction and litigation work; Highly specialized; High emphasis on research and writing during early associate years; Associates rarely handle matters themselves; instead they have smaller pieces of large projects.		
REWARDS	High salary. Well-publicized matters.		

LOCAL LAW FIRMS																					
GEOGRAPHIC LOCATION	Found in cities and towns with population greater than 25,000.																				
CLIENTS	Local businesses. Small regional corporations/institutions.																				
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Employment/Labor																					
WORK ATMOSPHERE	<p>Colleagues usually grew up in the area; Mentoring relationships rather than formal training; Small support staff; Offices vary in luxury; Typically a relaxed work place; Reasonable work hours and few weekend/emergency projects; Encouraged to be actively involved in local community and in bar associations; Varies as to potential for partnership.</p>																				
WORK	<p>May work in an area of expertise or may be generalist; Often allowed to develop own area to complement practice areas already developed by firm; Generally handle matters alone; Expectation of client development by younger associates.</p>																				
REWARDS	<p>Moderate salary, but frequently given cut of business. High responsibility. Reasonable hours. Client contact. Usually prominent community leader.</p>																				

BOUTIQUE LAW FIRMS																												
GEOGRAPHIC LOCATION	Typically found in cities with population greater than one million.																											
CLIENTS	Corporations/Businesses in particular industry market.																											
SPECIALTY AREAS	<table border="0"> <tr> <td>Admiralty</td> <td>Real Estate</td> <td>Environmental</td> </tr> <tr> <td>Administrative</td> <td>Estate Planning/Securities</td> <td>Sports Law</td> </tr> <tr> <td>Aviation</td> <td>Probate Litigation</td> <td></td> </tr> <tr> <td>Bankruptcy/Reorganization</td> <td>Securities</td> <td></td> </tr> <tr> <td>Business/Commercial</td> <td>Product Liability</td> <td></td> </tr> <tr> <td>Business Litigation</td> <td>Employment/Labor</td> <td></td> </tr> <tr> <td>Computer</td> <td>Professional Liability</td> <td></td> </tr> <tr> <td>Construction</td> <td>Entertainment</td> <td></td> </tr> <tr> <td>International</td> <td>Public Utility</td> <td></td> </tr> </table>	Admiralty	Real Estate	Environmental	Administrative	Estate Planning/Securities	Sports Law	Aviation	Probate Litigation		Bankruptcy/Reorganization	Securities		Business/Commercial	Product Liability		Business Litigation	Employment/Labor		Computer	Professional Liability		Construction	Entertainment		International	Public Utility	
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WORK ATMOSPHERE	<p>Colleagues are people with high levels of expertise and have often had significant careers before becoming a lawyer;</p> <p>One-on-one training with high level partners;</p> <p>Plush offices;</p> <p>Good to excellent support staff;</p> <p>Mid-level to high formality in office place;</p> <p>Long hours with frequent weekend/emergency projects.</p>																											
WORK	<p>Sophisticated matters;</p> <p>Highly specialized work;</p> <p>High responsibility - often handle matters on own;</p> <p>Frequent client contact.</p>																											
REWARDS	<p>High salary (usually).</p> <p>High responsibility.</p> <p>Sophisticated, specialized practice.</p>																											

STRATEGIES FOR A JOB SEARCH WITHIN THE FIELD OF PUBLIC INTEREST

In developing your career, you need to research the area(s) in which you are interested and plan the steps to reach your goal.

1. In developing a list of public interest agencies for which you would like to work, consider the following:

What kind of work would you like to do?

Litigation
Legislative

What kind of clients would you like to work with/for?

Public interest work is cause work. You will enjoy your public interest work more if you are working on behalf of clients you believe need your help. Public interest agencies typically target a particular client population, e.g. children, indigent persons, persons with AIDS, etc.

What geographic location are you interested in?

Public interest agencies are non-profit agencies supported through government funding and private contributions. For that reason, Washington, D.C. or state capitols have the largest number of public interest agencies.

2. Utilize the following resources:
 - a. Attend and participate in programs sponsored by the school and professional organizations that introduce you to lawyers who practice in public interest agencies.
 - b. Talk with students who have worked with public interest agencies, faculty, lawyers you know, and family friends for names of public interest that fit your profile.
 - c. Computer databases: LEXIS has Public Interest Employer Directory online.
 - d. Books, periodicals, notebooks, and DVDs in the Career Services Office.
3. Make a list of the public interest agencies that fit your profile. The list should include the following: public interest agency name; address; telephone number; contact person; practice areas; clients; Wesleyan alumni and other attorneys working at the public interest agency with whom you can connect; and any other pertinent information you discovered in your research.
4. Develop a strategy for contacting the public service agency.
 - a. Determine if there is an application. If so, send your application in by the deadline. If not, send your resume with a cover letter directly to the public interest agency.
 - b. If you are not in the top half of your class, consider the following:
 - 1) Evaluate whether you have a particular expertise that you could sell to a public service agency-undergraduate degree or work experience. If you do, contact the general counsel directly.
 - 2) Consider doing an internship or volunteer during the academic year.
 - 3) Identify a personal contact within the public service agency to discuss ways to get your foot in the door, i.e. hire on as a law clerk pending bar results.

LEGAL SERVICES/LEGAL AID OFFICES									
GEOGRAPHIC LOCATION	Nationwide, but usually found in urban centers of states. These publicly funded offices follow the funding so some states have many more than others.								
CLIENTS	Indigent persons								
SPECIALTY AREAS	<table> <tr> <td>Civil Rights</td> <td>Family</td> </tr> <tr> <td>Employment/Labor</td> <td>Health</td> </tr> <tr> <td>Entitlement Programs</td> <td>Housing</td> </tr> <tr> <td>Environment</td> <td></td> </tr> </table>	Civil Rights	Family	Employment/Labor	Health	Entitlement Programs	Housing	Environment	
Civil Rights	Family								
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Entitlement Programs	Housing								
Environment									
WORK ATMOSPHERE	<p>Colleagues are highly dedicated and committed lawyers; Usually a high degree of camaraderie; Spartan offices; Limited support staff; Relaxed office place; Hours vary.</p>								
WORK	<p>Litigation - in recent years shift to class action/large impact cases from small individual cases; High responsibility and autonomy; Handle matters on your own; No rainmaking or client development required.</p>								
REWARDS	<p>Serve the disadvantaged Low salary High responsibility and autonomy Client contact</p>								

NON-PROFIT PUBLIC INTEREST ORGANIZATIONS																									
GEOGRAPHIC LOCATION	Nationwide, but concentrated in New York, Washington, D.C., and major urban centers																								
CLIENTS	Individuals belonging to a target constituency, e.g., youth, elders.																								
SPECIALTY AREAS	<table border="0"> <tr> <td>AIDS</td> <td>Environmental</td> <td>Homelessness Housing</td> </tr> <tr> <td>Arts</td> <td>First Amendment</td> <td></td> </tr> <tr> <td>International</td> <td>Gay/Lesbian</td> <td></td> </tr> <tr> <td>Children's Rights</td> <td>Multi-Cultural Rights</td> <td></td> </tr> <tr> <td>Migrant Farm Workers</td> <td>Death Penalty</td> <td></td> </tr> <tr> <td>Civil Rights</td> <td>Health Care</td> <td></td> </tr> <tr> <td>Employment Labor</td> <td>Whistle Blowers</td> <td></td> </tr> <tr> <td>Human Rights</td> <td>Disability Elderly</td> <td></td> </tr> </table>	AIDS	Environmental	Homelessness Housing	Arts	First Amendment		International	Gay/Lesbian		Children's Rights	Multi-Cultural Rights		Migrant Farm Workers	Death Penalty		Civil Rights	Health Care		Employment Labor	Whistle Blowers		Human Rights	Disability Elderly	
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WORK ATMOSPHERE	<p>Colleagues are highly dedicated and committed lawyers; Usually a high degree of camaraderie; Spartan offices; Limited support staff; Relaxed office place; Hours vary</p>																								
WORK	<p>Litigation or legislative (lobbying) work; High responsibility and autonomy; Handle matters on your own; No rainmaking or client development required</p>																								
REWARDS	<p>Serve a cause May involve policy making Low salary High responsibility and autonomy Client contact</p>																								

PUBLIC DEFENDERS	
GEOGRAPHIC LOCATION	Nationwide - both Federal and State offices; usually found in urban centers of the state.
CLIENTS	Indigent criminal defendants.
SPECIALTY AREAS	Criminal
WORK ATMOSPHERE	Colleagues are highly dedicated and committed lawyers; Usually a high degree of comradelier; Spartan offices; Limited support staff; Relaxed office place; Hours vary.
WORK	Litigation - primarily trial although some appellate; Office organization may mean you handle whole case start to finish or some segment for a lot of causes. Usually start with misdemeanors/low level felonies; High case load; High responsibility and autonomy; Handle matters on your own; No rainmaking or client development required.
REWARDS	Serve the unrepresented - Amake the criminal system work@. Low salary. High responsibility and autonomy. Client contact.

STRATEGIES FOR A JOB IN A CORPORATE LEGAL DEPARTMENT

In developing your career, you need to research the area(s) in which you are interested and plan the steps to reach your goal.

1. In developing a list of corporations for which you would like to work, consider the following:

What kind of work would you like to do?

Transactional and/or litigation.

Specialist or generalist. Generally, large corporate legal departments encourage specialists and small corporate legal departments encourage generalists.

Where do you want to locate?

Corporate legal departments are usually located in the corporation's headquarters. To reduce overhead, many corporate headquarters have been relocated outside major urban downtown areas.

2. Utilize the following resources:
 - a. Attend and participate in programs sponsored by school and professional organizations that introduce you to corporate counsel and practice within a corporation.
 - b. Talk with students who have worked with corporations, faculty, lawyers you know, and family friends for names of corporations that fit your profile.
 - c. Computer databases: LEXIS has Martindale-Hubbell online; WESTLAW has the NALP directory and the Directory of Corporate Counsel online.
 - d. Books, periodicals, notebooks, and video tapes in the Career Services Office.
3. Make a list of the corporations that fit your profile. The list should include the following: corporation name; address; telephone number; contact person; practice areas; clients; Wesleyan alumni and other lawyers working at the corporation with whom you can connect; and any other pertinent information you discovered in your research.
4. Develop a strategy for contacting the corporation.
 - a. Send your resume with a cover letter directly to the corporation, per the following guideline:
 - September 15-Corporations that are members of NALP; and
 - January 15-Corporations that are not NALP members.
 - b. If you are not in the top quarter or third of your class, consider the following:
 - 1) Evaluate whether you have a particular expertise that you could sell to a corporation-undergraduate degree or work experience. If you do, contact the general counsel directly.
 - 2) Consider doing a clerkship during the academic year.
 - 3) Identify a personal contact within the legal department and discuss the possibility of being hired as a staff attorney as a way of getting your foot in the door.

Please Note: Corporations typically hire laterally from firms. If you plan to seek employment in a corporate legal department, plan to begin your efforts toward that end early in law school. Network with the appropriate individuals and professional organizations.

CORPORATE LEGAL DEPARTMENTS																									
GEOGRAPHIC LOCATION	Found wherever corporate headquarters or very large regional offices are located. May be a Acompany@ town.																								
CLIENTS	Corporation and its departments divisions.																								
SPECIALTY AREAS	<table border="0"> <tr> <td>Administrative</td> <td>International</td> <td>Securities</td> </tr> <tr> <td>Antitrust</td> <td>Tax</td> <td></td> </tr> <tr> <td>Contracts</td> <td>Mergers & Acquisitions</td> <td></td> </tr> <tr> <td>Corporate</td> <td>Finance</td> <td></td> </tr> <tr> <td>Employee Benefits</td> <td>Product Liability</td> <td></td> </tr> <tr> <td>Employment/Labor</td> <td>Insurance</td> <td></td> </tr> <tr> <td>Environmental</td> <td>Real Estate</td> <td></td> </tr> <tr> <td>Litigation</td> <td>Intellectual Property</td> <td></td> </tr> </table>	Administrative	International	Securities	Antitrust	Tax		Contracts	Mergers & Acquisitions		Corporate	Finance		Employee Benefits	Product Liability		Employment/Labor	Insurance		Environmental	Real Estate		Litigation	Intellectual Property	
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WORK ATMOSPHERE	<p>Colleagues are both lawyers and business people; Very formal; Hierarchical and bureaucratic; Little advancement, but very rarely Aup or out@; Plush offices; Reasonable hours; May travel frequently.</p>																								
WORK	<p>Varies widely - may be generalist or specialist; May be Amanager@ monitoring cases assigned to outside counsel or may be Alawyer@ handling your own cases or pieces of large matters; No rainmaking or client development responsibilities.</p>																								
REWARDS	<p>Good salary and benefits (usually) Opportunity to be involved in business decisions Client contact</p>																								

STRATEGIES FOR A JOB WITH A GOVERNMENT PROSECUTOR=S OFFICE

In developing your career, you need to research the area(s) in which you are interested and plan the steps to reach your goal.

1. In developing a list of government prosecutor's offices for which you would like to work, consider the following:

What kind of work would you like to do?

City attorney - municipal offenses

District attorney - state offenses

Attorney general - state offenses; handles all litigation for state agencies

U.S. attorney - federal offenses

Note: Violations of statutes/ordinances that are criminalist are often handled by the government agencies, e.g. criminal violations of environmental agencies.

Where do you want to locate?

City attorney - city hall (smaller cities may use a private practitioner)

District attorney - cities that are county seats (smaller counties may be combined into one district attorney's office.)

U.S. attorney - located throughout the United States. Each federal district has at least one U.S. attorney office. Many government agencies have prosecutorial divisions (the largest is the Department of Justice). Those divisions are housed where the agency is housed, state capitols or Washington, D.C.

2. Utilize the following resources:
 - a. Attend and participate in programs sponsored by the school and professional organizations that introduce you to government prosecutors and their practice.
 - b. Talk with students who have worked with a government prosecutor's office, faculty, lawyers, and family friends for names of government prosecutors' office that fit your profile.
 - c. Computer databases: LEXIS has Federal Careers for Attorneys online.
 - d. Books, periodicals, notebooks, and video tapes in the Career Services Office.
3. Make a list of the government prosecutor's offices that fit your profile. The list should include the following: government prosecutor's office name; address; telephone number; contact person; practice areas; client; Wesleyan alumni working at the government prosecutor's office and other attorneys with whom you can connect; and any other pertinent information you discovered in your research.
4. Develop a strategy for contacting the government prosecutor=s office.
 - a. Hand deliver or send your resume with a cover letter directly to the government prosecutor's office.
 - b. If you are not in the top half of your class, consider the following:
 - 1) Consider doing an internship or volunteer during the academic year.
 - 2) Identify a personal contact within the government prosecutor=s office to discuss

ways to get your foot in the door, i.e. hire on as a law clerk pending your bar results.

CITY ATTORNEY=S OFFICE																						
GEOGRAPHIC LOCATION	Found in all towns, but towns with a population of less than 50,000 usually have one part-time city attorney.																					
CLIENTS	Municipality																					
SPECIALTY AREAS	<table border="0"> <tr> <td>Civil Rights</td> <td>Personal Injury</td> <td>Litigation</td> </tr> <tr> <td>Communications</td> <td>Negligence/EGIS</td> <td>Immigration</td> </tr> <tr> <td>Consumer</td> <td>Health</td> <td>Tax</td> </tr> <tr> <td>Contracts</td> <td>Product Liability</td> <td>Transportation</td> </tr> <tr> <td>Election</td> <td>Housing</td> <td></td> </tr> <tr> <td>Employment/Labor</td> <td>Real Estate</td> <td></td> </tr> <tr> <td>Environmental</td> <td>International</td> <td></td> </tr> </table>	Civil Rights	Personal Injury	Litigation	Communications	Negligence/EGIS	Immigration	Consumer	Health	Tax	Contracts	Product Liability	Transportation	Election	Housing		Employment/Labor	Real Estate		Environmental	International	
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Election	Housing																					
Employment/Labor	Real Estate																					
Environmental	International																					
WORK ATMOSPHERE	<p>Colleagues are lawyers and government officials and more diverse (more minorities and women); Usually a high degree of camaraderie; Spartan offices; Limited support staff; Bureaucratic; Regular hours.</p>																					
WORK	<p>Typically a generalist; Usually begin with prosecutions for municipal offenses (traffic, housing, etc.); may move to a specialty after some time, otherwise a mix of: Litigation work - administrative hearings, trials, etc. - with high responsibility <u>or</u> Administrative work - drafting, interpreting and administering agency regulations - with high responsibility <u>or</u> Policy work - drafting and implementing policy statements - with high responsibility. No rainmaking or client development required.</p>																					
REWARDS	<p>Low to modest salary. Opportunity to be involved in policy making. Flexible/reasonable and regular hours. High responsibility. Varied work. Client contact.</p>																					

GOVERNMENT PROSECUTOR=S OFFICE	
GEOGRAPHIC LOCATION	State prosecutors usually have offices in the county seats. Federal Prosecutors work in U.S. Attorneys= offices located in the federal districts.
CLIENTS	State/Federal Government (victims of crime)
SPECIALTY AREAS	Criminal
WORK ATMOSPHERE	Colleagues are highly dedicated and love Ashoot from the hit litigation@; Usually a high degree of camaraderie; Can involve high profile/highly publicized litigation; Spartan offices; Limited support staff; Bureaucratic; Regular hours, although case load may be quite heavy and those that want to move up work long hours.
WORK	Trial work with less Apaper flow@; Usually start with misdemeanors and move to felonies; May specialize
REWARDS	Low to modest salary Trial experience Autonomy. Usually regular hours. High responsibility.

STRATEGIES FOR A JOB WITH A GOVERNMENT AGENCY

In developing your career, you need to research the area which you are interested and plan the steps to reach your goal.

1. In developing a list of government agencies for which you would like to work, consider the following:

What kind of work would you like to do?

Office of general counsel - interpret statutes, regulations and rules, participate in administrative hearings and/or litigate issues affecting the agency (including prosecution for violations of agency policies).

Office of legislation or government affairs - analyze, interpret, and draft legislation and lobby for particular legislation.

What substantive area of law interests you?

Agencies address specific substantive areas of law. Many of which are only practiced in the public law arena. Example: agricultural law-U.S. Department of Agriculture; the FDA; the U.S. Department of Justice, Antitrust Division; the U.S. Department of Labor; the U.S. Customs Service; the Environmental Protection Agency; the farm Credit Administration, the Farm Credit System assistance Board; the International Development Cooperation Agency; the International Trade Commission; the Texas Department of Agriculture; and the Texas General Land Office.

Where do you want to locate?

Federal agencies - primarily in Washington, D.C. with regional/district offices throughout the U.S.

State agencies - primarily in state capitols with some regional/district offices throughout the state.

2. Utilize the following resources:

- a. Attend and participate in programs sponsored by the school and professional organizations that introduce you to government agencies and their practice.
- b. Talk with students who have worked with government agencies, faculty, lawyers you know, and family friends for names of government agencies that fit your profile.
- c. Computer databases: LEXIS has Federal Careers for Attorneys online; WESTLAW has the Government Counsel directory online.
- d. Books, periodicals, notebooks, and video tapes in the CSO Office.

3. Make a list of the government agencies that fit your profile. The list should include the following: government agency name; address; telephone number; contact person; practice areas; clients; Wesleyan alumni and other lawyers working at the government agency with whom you can connect; and any other pertinent information you discovered in your research.

4. Develop a strategy for contacting the government agency.

- a. Determine the individual's application procedure and deadline. Many deadlines are in the early fall for positions after your second year. Be sure to complete their application procedure exactly. Your resume should be included with your application.
- b. If you are not in the top half of your class, consider the following:
 - 1) Evaluate whether you have a particular expertise that you could sell to a

government agency-undergraduate degree or work experience. If you do, contact the general counsel of the government agency directly.

- 2) Consider doing an internship or volunteer during the academic year.
- 3) Identify a personal contact within the government agency to discuss ways to get your foot in the door, i.e. hire on as a law clerk until you receive your bar results.

FEDERAL GOVERNMENT AGENCY																																	
GEOGRAPHIC LOCATION	Found in Washington, D.C. (40% of all federal government lawyers work in D.C.) and in regional offices throughout the U.S.																																
CLIENTS	Federal government agency or commission.																																
SPECIALTY AREAS	<table border="0"> <tr> <td>Admiralty</td> <td>Customs</td> <td>Railroad</td> <td>Transportation</td> </tr> <tr> <td>Agriculture</td> <td>Election</td> <td>Health</td> <td>Litigation</td> </tr> <tr> <td>Antitrust</td> <td>Native Americans</td> <td>Real Estate</td> <td></td> </tr> <tr> <td>Aviation</td> <td>Employment/Labor</td> <td>Housing</td> <td></td> </tr> <tr> <td>Banking</td> <td>Pharmaceutical</td> <td>Securities</td> <td></td> </tr> <tr> <td>Civil Rights</td> <td>Environmental</td> <td>Immigration</td> <td></td> </tr> <tr> <td>Communications</td> <td>Product Liability</td> <td>Tax</td> <td></td> </tr> <tr> <td>Consumer</td> <td>ERISA</td> <td>International</td> <td></td> </tr> </table>	Admiralty	Customs	Railroad	Transportation	Agriculture	Election	Health	Litigation	Antitrust	Native Americans	Real Estate		Aviation	Employment/Labor	Housing		Banking	Pharmaceutical	Securities		Civil Rights	Environmental	Immigration		Communications	Product Liability	Tax		Consumer	ERISA	International	
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WORK ATMOSPHERE	<p>Colleagues are lawyers and government officials; High level of diversity; Usually a high degree of camaraderie; Spartan offices; Limited support staff; Bureaucratic; May require a minimum time commitment; Reasonable hours.</p>																																
WORK	<p>Litigation work - administrative hearings, trials, etc. - with high responsibility <u>or</u> Administrative work - drafting, interpreting and administering agency regulations - with high responsibility <u>or</u> Policy work - drafting and implementing policy statements - with high responsibility.</p>																																
REWARDS	<p>Modest salary. Opportunity to be involved in policy making. Flexible/reasonable hours. High responsibility. Client contact.</p>																																

STATE GOVERNMENT AGENCY																												
GEOGRAPHIC LOCATION	Found in state capitals.																											
CLIENTS	State government agency or commission.																											
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REWARDS	<p>Low to modest salary. Opportunity to be involved in policy making. Flexible/reasonable hours. High responsibility. Client contact.</p>																											

STRATEGIES FOR OBTAINING A JUDICIAL CLERKSHIP

In developing your career, you need to research the area(s) in which you are interested and plan the steps to reach your goal.

1. In developing a list of judges/courts for which you would like to work, consider the following:

What kind of work would you like to do?

Trial court judge-courtroom action

Appellate court judge-research, analysis, and writing

What are your objectives for the clerkship?

- a. If you want to enhance your resume and open doors into national or regional law firms, you will want to clerk for a federal appellate judge, well-known federal district court judge, or a state supreme court judge.
- b. If you want to establish a mentoring relationship with a judge, then you will want to clerk for a judge whose opinions you admire.

What are your credentials?

- a. If you are a member of a law review or have done very well in national competitions (moot court, mock trial, client counseling), then you have the credentials that most federal court judges and state supreme court judges value.
- b. If you have good grades (top 25% minimum) and/or excellent writing skills, then you have the credentials that federal trial court judges and state appellate court judges value.
- c. If you have good writing skills and a strong recommendation from someone who knows the judge, then you have the credentials that federal trial court judges in geographically remote or less desirable locations, state court judges in smaller or less desirable locations and administrative law judges value.

2. Utilize the following resources:

- a. Attend and participate in programs sponsored by the school and professional organizations that introduce you to judicial clerkships.
- b. Talk with students and alumni who have worked with judges or courts, faculty, lawyers you know, and family friends for names or judges that fit your profile.
- c. Computer databases: LEXIS has Judicial Clerkship Directory online; WESTLAW has the Judicial Clerkships, Judges, and Courts online.
- d. Books, periodicals, notebooks, and video tapes in the Career Services Office.

3. Make a list of the judges or courts that fit your profile. The list should include the following: judge's name; court; address; telephone number; contact person; Wesleyan alumni working or who have worked for that judge or at that court and other attorneys with whom you can connect; and any other pertinent information you discovered in your research.

4. Develop a strategy for contacting the judge/court.

- a. If the judge/court participates in the on-campus interview program, submit your resume and any other materials requested by the drop deadline.
- b. If the judge/court does not participate in the on-campus interview program, send your application packet directly to the judge/court. The application packet should include the following materials: letter of interest; resume; transcript; references/recommendation from 3 people (at least 2 law professors); writing sample. Note that requirements may differ according to each judge/court. You

can determine when a judge receives applications by consulting the NALP Guide to Judicial Clerkships if the judge has completed the NALP questionnaire or by calling the judge=s secretary or assistant. You should also check the Career Services Office for available positions posted by a judge/court. If you cannot determine when a judge receives applications, send your application in December of the second year.

5. Interviewing strategies.

- a. Set aside sufficient funds for interview trips. Judges do not have recruiting budgets; therefore, you will have to pay your own way to any interviews that you receive.
- b. Be aware that you may be interviewed by an individual judge or a panel of judges.
- c. Be prepared in the event you are offered the clerkship without the benefit of an interview.
- d. Research the judge=s background and opinions.

JUDICIAL CLERKSHIPS	
GEOGRAPHIC LOCATION	<input type="checkbox"/> Federal trial courts are located throughout each state in districts. <input type="checkbox"/> Federal circuit courts of appeal sit in a variety of regional locations. <input type="checkbox"/> Supreme Court in Washington, D.C. <input type="checkbox"/> State Courts in county seats and capitol.
CLIENTS	Judge for whom you work
SPECIALTY AREAS	Litigation Trial Appellate Civil Criminal
WORK ATMOSPHERE	Small group of colleagues; Close relationship with judge; Spartan offices; Limited or no support staff; Informal office place, when not in the courtroom; Flexible but sometimes long hours;
WORK	Legal research. Writing and drafting orders and opinions. May involve high profile cases. High level of confidentiality required.
REWARDS	Improve legal writing skills. Learn about a legal market/practice area. Establish a relationship with a mentor. Get a necessary credential for teaching. Modest salary. High responsibility and autonomy.