



KEYS TO LAW STUDENT SUCCESS

The Unclassified Story

Top 10 Interviewing Tips

1. Do Your Homework – Research the employer (and interviewer, when possible) to facilitate the interview without appearing to be a stalker.
2. Act Like You Care – Show enthusiasm for the job and the employer.
3. Make a Good First Impression – Be attentive to your appearance and demeanor and always, always send a thank you note within 24 hours.
4. Look the Part – No matter how informal the employer, wear a dark, conservative suit.
5. Remember that Interpersonal Skills Matter – Develop a rapport with the interviewer.
6. Be Ready for the Standard Questions – Come to the interview with a response to questions like “Tell us about yourself” or “Where do you see yourself in 5 years?”
7. Be Prepared to Be Tested – Stand ready to discuss anything on your resume, including the fact that any indication of a fluency in a foreign language may result in the interview being conducted in that language.
8. Remember that the Interview Is Much More than the Q & A Session – The interview starts when you pull into the parking lot and doesn’t end until you have driven away.
9. Be Positive – Avoid any conversation that downgrades another employer, a classmate, your school, another school, or any other person or group.
10. Take an Interest – Have questions to ask the interviewer if the opportunity arises. Be sure they are questions that don’t have readily apparent answers on their website or in their literature.

Top 10 Job Search Strategies

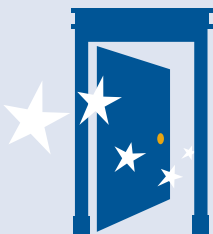
1. Conduct a Self Assessment – Think through type of work you are drawn to, where you would like to live, and what sort of lifestyle that you desire.
2. Don’t Wait Until You Are a 3L – Work with your law school career services office to develop a three-year job search plan and plan your law school schedule and courses accordingly.
3. Develop a Specific Plan – Identify contacts in the practice area and geographic region in which you are interested.
4. Implement Your Plan – Prepare resumes and cover letters, research employers, attend job fairs, participate in on-campus interviewing, and take any other opportunity to put your plan to work.
5. Use Every Available Resource – *i.e.*, career services programs, student organizations, faculty, alumni, and local bar associations.
6. Network with Purpose – Realize that everyone you meet is a potential lead.
7. Go State-Wide; Go National – Take advantage of professional resources such as the American Bar Association (ABA), the State Bar of Texas (SBOT), and the Texas Young Lawyers Association (TYLA).
8. Find a Mentor & Gain Experience – Whether paid or unpaid, seek out internships, externships, clinics, summer clerkships, or even shadow an attorney.
9. Set Yourself Apart – Take specialized classes; join ABA and SBOT Sections; get a specialization certificate if available; join outside non-law professional organizations; get published in law and non law journals and publications; and speak at CLEs or conferences.
10. Be Open Minded & Don’t Get Lost – Maintain records of contacts and track your progress so that you see what is working and what is not. Remember to be flexible.

Top 10 Networking Strategies

1. Use (but do not depend solely on) Technology – Remember that social media sites may provide a number of possible resources and a good place to make initial connections.
2. Get Your Name Out There – Join and participate in professional associations to get involved with practicing lawyers.
3. Work the Alumni Network – Take advantage of your school’s formal and informal alumni networks.
4. Remember It’s a Marathon – Regularly pursue informational interviews and similar actions knowing that they may or may not produce other leads.
5. Educate Yourself – Make a point to meet every speaker who visits your school as part of your school’s career development programming.
6. Be Professional – Order and use business cards.
7. Network With Purpose – Volunteer to serve on committees or help with projects for causes important to you where you can meet like-minded people.
8. Don’t Be a Wallflower – Get to know other students, faculty, and staff at your law school.
9. Market Yourself – Wear your school’s gear and don’t be afraid to tell everyone, even those not in the legal field, what type of employment you hope to find.
10. Nurture Your Network – Maintain records and follow up with those in your network.

10 Top Non-Law Jobs for Lawyers

1. Corporate/Private Sector – Work for a company in areas such as management, finance, human resources, regulatory compliance, risk management, and corporate communications.
2. Non-Profit – Manage all aspects of the operation of a non-profit, including grants, fundraising, and operations.
3. Higher Education – Work as an educator or in administration.
4. State/Federal Legislative – Work as a policy analyst, committee staff, or staff member for an elected official.
5. State/Federal Agencies – Provide policy analysis, track legislation, manage divisions, or work in the agency’s General Counsel’s office.
6. Consulting – Provide both legal and non-legal consulting to law firms, corporations, non-profits, and governmental agencies.
7. Journalism – Become a writer or publisher, especially in law-focused areas.
8. Lobbyist – Provide legislative and policy analysis, track legislative developments, and provide guidance to businesses, industry trade groups, and non-profits.
9. Law Firm Management – Become an administrator in a law firm and oversee financial matters, tax and regulatory compliance, media or public relations, professional development, ethics training, and human resources.
10. Legal Support Industry – Work in sales or business development for a company that supplies products and services to the legal industry.



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