Making the Most of Career Fairs

This semester there are two career fairs that all students interested in public interest and federal government service should attend: The Washington D.C./Baltimore Public Service Career Fair on January 28th and the University of Baltimore/University of Maryland Public Service Career Fair on February 17th. Career fairs are a great way to learn about positions with employers, to develop professional contacts, inquire about or interview for full-time positions, internships and summer opportunities, as well as distribute resumes. Even career fairs that do not offer formal interviews with employers are valuable networking and learning experiences.

Here is a step-by-step approach to help you make the most of a career fair:

Before the fair:

• Prepare an effective legal resume and print enough copies to bring with you to the fair, along with copies of a writing sample, transcript and list of references. Refer to the Document Library in Symplicity for formatting guidance.

• Make sure that you are prepared to answer questions about your experience, skills, abilities and interests. Know everything on your resume and be prepared to talk about it – review your resume in advance.

• Most fairs offer a list of participating employers in advance of the fair. Make a list of the top ten employers that you want to talk to and read their websites to learn as much as you can about the organizations.

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Upcoming Events

Bridging the Gap: From Law School to Lawyer Workshop
Wednesday, January 26th
5:15-6:30pm
Moot Court Room
Pizza will be served.

Association Of Corporate Counsel
Monthly Lunch
Tuesday, January 25th
12-1:30pm
Location: TBA
Interested students should contact Alyson Todd at atodd2@ubalt.edu.

Washington, DC/Baltimore Public Service Career Fair
Friday, January 28th
9:30am-4pm
George Mason University

University of Baltimore/University of Maryland 2011 Public Service Career Fair
Thursday, February 17th
3-5:30pm
University of Maryland School of Law

LCDO Staff
Astrid Schmidt, Esq., Director
D. Jill Green, Esq., Director, Attorney & Judicial Internship Programs
Alyson Todd, J.D., Assistant Director
Christian Bloom, Senior Career Advisor
Shirley Skiles, Administrative Assistant

Office Hours
Monday-Thursday: 9am–6pm*
Friday: 9am-3pm
*Later appointments available upon request.

Questions or Comments
Email lawcareer@ubalt.edu
or call 410.837.4404
Making the Most of Career Fairs, continued

• Prepare a 30 second introduction that you can use as a conversation opener. It should briefly summarize your experience and interest. It should include your name, class year at UB Law, what relevant experience you have, and why you are interested in learning more about that particular organization. Practice your opening with family and friends so that you feel comfortable introducing yourself.

• Prepare substantive questions to ask. Good questions reflect that you have done some initial research about the employer.

At the fair:

• Dress professionally. Put your best self forward – wear a suit, be presentable and professional. First impressions matter.

• Bring a portfolio with plenty of copies of your resume and accompanying materials.

• Arrive early. If you arrive towards the end of the fair, some of the employers you want to meet may have already left.

• Approach the employers that most interest you first.

• Greet them with a smile, your 30 second introduction, and a firm handshake. Show enthusiasm but demonstrate the same formality and respect that you would in a formal interview. (Don’t bring food or drinks to the table, for example.)

• Tell them why you are interested in the organization and ask a question that demonstrates you did your research.

• Don’t monopolize the recruiter’s time. After five to ten minutes, ask the recruiter for his or her business card and move on.

• Take the opportunity to meet with a wide range of employers. You may discover a new interest or make a connection that could lead to an opportunity.

• If you attend the fair with fellow students, take a divide and conquer approach. Don’t gang up on recruiters. Meet them individually so that their attention is focused solely on you, and your interest in the organization is undiluted. You can arrange times to meet with your fellow students to compare notes and impressions afterwards.

After the fair:

• Email the employers, thanking them for their time, and reaffirming your interest. Include your resume and any other additional information you promised to send. Proof your email – no mistakes, typos or grammatical errors.

• Follow-up is the key – without it all the time you spent preparing will have been in vain.

Announcements

2011-2012 Judicial Clerkships
We are currently surveying the judges’ chambers throughout Maryland to determine which judges are still accepting applications for judicial clerkships for the 2011 term. We hope to have that information available within the next week. In the meantime, you may wish to review the Maryland Circuit Court Clerkship Guide 2011-2012 (posted in October 2010) in the Document Library on Symplicity, and in advance of our update, you may wish to consider calling the chambers of those judges in whom you might be interested to determine if they are still accepting applications.

Pro Bono Training Opportunity - Representing Immigrants: Asylum & Special Immigrant Juvenile Status
Learn more about two local pro bono organizations, Kids In Need of Defense (KIND) and the Tahirih Justice Center, and opportunities to help women and children in immigration proceedings, at a luncheon on January 24th from 12-2pm at Miles & Stockbridge, 10 Light Street, 13th Floor, Baltimore, Maryland. Additional information regarding KIND can be found at www.supportkind.org and regarding Tahirih at www.tahirih.org. Please bring your own lunch. RSVP to laura@tahirih.org.

Bridging the Gap: From Law Student to Lawyer Workshop
On Wednesday, January 26th, from 5:15 to 6:30pm, the LCDO will be presenting a workshop in the Moot Court Room, “Bridging the Gap: From Law Student to Lawyer.” The goal of the program is to prepare you to successfully navigate the transition from school to practice. The evening will begin at 5:15pm with a panel of young alumni discussing the challenges of their first year out of law school. After a fifteen minute break for pizza and refreshments, the second panel discussion of the evening, “What Now?”, will begin at 6pm, focusing on what you need to know in order to succeed as a new lawyer. Please R.S.V.P. to Alyson Todd at atodd2@ubalt.edu.
**Announcements, continued**

**Maryland Association for Justice’s (MAJ) Justice Day**
MAJ, formerly the Maryland Trial Lawyers Association (MTLA), engages in legislative advocacy and the professional and ethical development of attorneys who represent the injured. On February 15th, from 7:30am-2pm, MAJ members will be in Annapolis for a morning of meetings with up to four representatives to discuss issues that are important to them and their clients. MAJ invites UB Law students to attend this event, which includes breakfast and lunch at Harry Brown’s. This is a great opportunity for students interested in personal injury litigation and/or lobbying. Email Jill Green at dgreen@ubalt.edu by Friday, January 21st if you would like to participate. Please indicate your voting district so you may be paired with attorneys from your district.

**9th Annual Washington DC/Baltimore Public Service Career Fair**
All students are invited to participate in the 9th Annual Washington DC/Baltimore Public Service Career Fair, to be held on Friday January 28th at George Mason University School of Law. This fair is co-sponsored by UB and provides an amazing opportunity for students to meet and talk to a large number and wide variety of public interest employers including non-profits, state government, and federal agencies. Bidding has closed but students may still register to attend for table talk - a great networking opportunity. Register at https://law-dcpscf-csm.symplicity.com/.

**U.S. Securities & Exchange Commission Fall 2011 Law Student Observer Program**
The SEC’s Law Student Observer Program provides exposure to the workings of the Commission and to the regulation of securities and securities markets. The one-semester volunteer program is open to first-, second-, or third-year law students, or JD/MBA students and L.L.M. students selected by representatives of the SEC. The application period is January 24th through April 19th. For more information and application instructions, go to SEC Observer Program.

**Homeless Persons Representation Project’s Expungement Project Training Sessions**
Students interested in volunteering must attend one of the upcoming training sessions on January 25th, February 22nd, or March 29th from 5-6pm in Room 402A of the Student Center. After you’ve been trained, the time commitment for the project is only an optional 2-3 hours per month. If you choose to volunteer, you will meet one-on-one with members of the community who wish to have their criminal records expunged. 1Ls are welcome. For additional information on the organization, go to HPRP’s website: http://www.hprplaw.org/.

**University of Baltimore/University of Maryland 2011 Public Service Career Fair**
On Thursday, February 17th, from 3 to 5:30pm, University of Maryland will be hosting the 2011 Public Service Career Fair, co-sponsored by the University of Baltimore. Students will have the opportunity to participate in “table talk” with public interest employers about internship and employment opportunities. This is a must-attend event for all students interested in public interest and government careers.

**2011 Target Summer Program (TSP)**
Have you secured or are you looking to secure a position in one of the following cities: New York, Philadelphia, Wilmington (DE), Chicago, Miami, Los Angeles, San Francisco, or Salt Lake City? If so, you may be eligible for some financial support. In an effort to facilitate greater UB Law exposure and to create more opportunities for students and alumni in target cities, the Law School in conjunction with the Law Career Development Office has a limited amount of financial support available to qualifying candidates. This is one time assistance and is not an annual program. In order to be considered, students must secure a prestigious full-time, unpaid summer position in a target market (cities previously mentioned). This program is open to current 1Ls and 2Ls. If interested, please send: 1. Brief statement of interest (no longer than 250 words) describing your interest in the position and location; 2. Resume; 3. Transcript; 4. Information on your 2011 secured summer position and the organization; and 5. Proof of position offer. Please submit all materials to Astrid Schmidt, Director of the LCDO, via email or hard copy, by March 15th. Decisions will be made on a rolling basis until funds are exhausted. If you have any questions, please contact Astrid Schmidt at aschmidt@ubalt.edu or 410.837.4405.