

INTRODUCTION

This handbook should serve as a guide for networking, informational interviewing and interviewing. Our goal is to provide you with solid advice on effective strategies for conducting your job search through networking and informational interviewing and to assist you in mastering interviewing skills. The following pages will walk you through these important steps to your job search.

Included in this handbook you will find information on:

- Networking & How to Meet New Contacts
- Informational Interviewing & Questions To Ask During Your Informational Interview
- Interviewing
 - How to Research Employers
 - How to Answer Interview Questions
 - Questions You May Be Asked
 - Questions to Ask the Interviewer
 - Dealing with Illegal Questions
 - Proper Interview Attire
 - After The Interview
- Resources

NETWORKING

“Networking” and “Informational Interviewing” are crucial parts of the job search process. Networking is simply meeting people who may be able to help you in career planning and job searching. Networking involves meeting new people, as well as keeping in touch with already existing contacts, in order to obtain information. Informational interviewing is a form of networking. Kimm Walton says in *Guerrilla Tactics for Getting the Legal Job of Your Dreams*, “It’s not who you know, it’s who you *get* to know.”

Why Should I Do It?

Career services professionals stress networking because it is the most effective way of finding a job. Surveys show that only 25-30% of all job openings are ever advertised. The rest are filled through word-of-mouth. **This means that 70-75% of jobs are found through networking.** This makes sense from the point of view of an employer; he or she would rather trust his or her business to someone who comes with a personal recommendation than someone from a stack of anonymous resumes and cover letters. By networking and informational interviewing, you are letting people know your interests and that you are in a position to hear about unadvertised jobs.

“But I Have No Contacts”

Yes, you do. Identify people you know in the following areas of contacts:

- Family
- Friends
- Neighbors
- People from religious activities
- People from volunteer activities
- Professionals (doctors, bankers, stock brokers, accountants, insurance agents, etc)
- Law Professors
- College Professors
- College Friends
- Sorority or fraternity
- Professional associations
- Customers or clients
- Health clubs
- Hobbies
- Former legal employers
- Former non-legal employers
- Co-workers
- People who helped you get into law school

and many, many more

Many of these people are not lawyers, and that is alright; they may have lawyers or friends of lawyers within their own networks. It is up to you to let these people know you are in law school and that you are looking to meet people in law who can answer

questions, provide advice, and put you in touch with additional contacts. To make it easy, focus first on those people who helped you get into law school, such as supportive friends and family, and professors who wrote recommendations — these people already have a stake in watching you succeed.

How To Meet Even More Contacts

Being in law school, you have the potential to network all the time. You just have to take advantage of the opportunities. Lawyers are everywhere:

- Attend CSO programs! We bring alumni speakers to the school throughout the year.
- Sign up in the CSO for an alumni mentor.
- Let the CSO know that you are interested in helping out at our programs.
- Participate in the Mock Interview Program in early September.
- Attend Practice Tracks in November where are over 70 attorneys talking with students about different areas of practice.
- Get to know your professors.
- Help a professor who is organizing a conference.
- Join a student group and organize a speaker panel.
- Write an article for the Decisive Utterance or other publications, and interview attorneys.
- Join the CBA or other bar associations, and join a committee that interests you. Attend their meetings.
- Volunteer with an organization through www.PSLawNet.org.
- Meet attorneys through internships, externships and law clerking positions.
- Get to know your classmates – they are the future of the legal profession!

The Alumni Connection

The wisdom of John Marshall alumni can lead to valuable career advice. The CSO has copies of the 2000 Alumni Directory broken up by city/state and practice areas (this is only updated every five years). For more current information, one of the easiest ways to search for alumni in particular practice areas is through Martindale-Hubbell at www.martindale.com or accessible through Lexis.

To assist you in contacting someone who truly wants to help, the CSO has developed the **Alumni Mentor Program**, where over 100 alumni from a variety of private and public sector practice areas in a variety of geographic locations have volunteered. They are willing to discuss their careers and provide information about the job market. Stop by the CSO to sign up for a mentor!

INFORMATIONAL INTERVIEWING

Informational interviewing is asking people specific questions about their careers in pursuit of information, narrowing your career search and making connections with practitioners who may lead to jobs down the road. Once you have met new people or identified people you would like to meet, you should begin informational interviewing. Informational interviews differ from job interviews in two important ways:

- **You are the interviewer and ask the questions.**
- **You are looking for information, not a job.**

Informational interviewing allows you to get greater insight into the day-to-day aspects of law practice and helps you narrow your career options. It is also a great way to establish relationships with attorneys, who can be beneficial to you when you have gone past the informational stage and begin job hunting. As you can see, often times there is a slight overlap between informational interviewing and networking.

The Hidden Job Market

Informational interviewing provides you with an opportunity to access the hidden job market. By meeting new people and asking them questions about their careers, you are putting yourself in a position to hear about job opportunities. It is common for someone you meet to want to help you to get experience. Often times, they will let you know if their firm or organization is seeking to hire or if they know of someone who is seeking to hire.

How Do I Set-Up The Informational Interviews?

You may call the person, email them or send them a letter to request an informational interview. When you contact them, be sure to mention: who you are, where you got their name, why you are contacting them, and thank them for their time. ***See an example of a letter requesting an informational interview at the back of this handbook.***

If you are going to call, try to find out: if they are available to talk now, when you can call them again, when you can meet with them, and where they would like to meet. It may be beneficial to meet at his or her office where information for additional contacts is readily available.

Keep in mind that you may have to contact several people before you find someone available to meet with you. Do not get discouraged if someone does not call you back!

It is crucial to contact many people in order to have several quality informational meetings. Be persistent!

Questions to Ask During Your Informational Interview

Set the person at ease. You are not looking for a job, but to gather information and advice. Be respectful of their time, have specific questions that you want to ask and take no more than 20 minutes to do so. The book *Guerrilla Tactics for Getting the Legal Job of Your Dreams* by Kimm Walton, J.D. has an excellent section on setting up informational interviews. Some questions to ask include:

- I'm interested in [field of law]. Could you tell me what your day-to-day practice involves?
 - What do you like best/least about your job/field of law?
 - What is most challenging about your job/field of law?
 - Have you always practiced in [area]? How did you get interested in it? What else did you do beforehand?
 - Tell me about your career path.
 - How did you get this position?
 - Are there certain classes I should take in law school?
 - Are there particular skills or personality traits that you think are needed in your kind of practice that might be different from other kinds of lawyering?
 - How are my skills and accomplishments transferable to your area of law/type of practice?
 - Would you suggest any ways in which I could improve the content or appearance of my resume?
 - How should someone with my level of experience approach prospective employers?
 - What are the most important qualities you look for when making a hiring decision?
 - If you were in charge of hiring, what would be most important to you: GPA, name of law school, academic performance, personality, work experience, other? Why?
 - What types of assignments would a first-year associate be likely to receive working in this department?
 - What effect do you think my being over the age of 40 will have on my employment opportunities?
 - What advice would you give to someone who wants to get into this field?
 - How do people find out about actual job openings in this area?
 - How easy is lateral mobility in this area of law?
- And most importantly:
- **Who else would you recommend I speak with to find out more?**
 - **May I tell them you recommended that I talk to them?**

To Resume Or Not To Resume?

Remember that the goal of an informational interview is information, not a job. If you are setting up an informational interview via letter, do not enclose a resume. Resumes are for job interviews, not informational interviews. However, once you are face-to-face, it may be appropriate to ask if the person would review your resume and provide feedback. You should bring your resume with you to the information interview in case they ask to see it.

After The Informational Interview

There are three important things to do after an informational interview:

- Send a thank-you letter.
- Follow up on suggestions you received.
- Keep in touch with your contact, especially to let him or her know if suggestions worked or contacts led to a job.

INTERVIEWING

The interview is the most critical part of the recruiting process. Its purpose is to secure a job offer. Something in your previous contact with the employer—your resume, cover letter, persistence, mutual friend, etc.—has given him or her the idea that you would be a good addition to the organization. The interview is where they make sure you are what you represent on paper, and that they like you enough to want to work with you.

No interview is alike and every employer has its own style and interviewing process. Accordingly, while we hope to provide generalized insight into interviewing, recognize that every interview will have its own element of the unexpected. Interviewing for law clerk positions may vary from attorney position interviews. Disclaimers aside, most employers will interview a candidate several times before extending an offer of employment.

Typically, a first round interview will last 20-30 minutes and is an initial opportunity for the employer to get to know you. In the first round, you usually will meet with one or two people at the same time, though some government employers have been known to have candidates meet with a panel of three or more interviewers. Second round interviews, sometimes referred to as “callback” interviews, also vary in design, but typically consist of 20-30 minute interviews with different members of the employer’s office. A second round interview indicates that you have passed the first hurdle – you have impressed the initial interviewer – now it is time for others within the office to get to know you, too.

The thought of interviewing makes most people nervous. A little nervousness is okay; terror and being unprepared are not. **Understanding the interviewing process and being prepared will help make your interview go as smoothly as possible.** There are three things to remember in order to have a successful interview:

BE PREPARED, POSITIVE AND PROFESSIONAL!

BE PREPARED

Being prepared, means ALL of the following:

- Research the employer
- Research the interviewer
- Practice interviewing
- Prepare good questions to ask the interviewer

This will accomplish three things: (1) preparation will put you more at ease in the interview; (2) thorough preparation will give you an edge over other candidates; and (3) you will be able to make informed decisions prior to accepting any positions. Remember, you are interviewing them too!

How Do I Research An Employer?

Use a variety of resources, all available in the CSO:

- Martindale-Hubbell directories: hard copy (in the library) or online at www.martindale.com
- JMLS alumni (Alumni Directory or search through Martindale)
- Online resources (see the CSO website, click on Career Links for websites on Employer Research)
- Lexis-Nexis
- Westlaw
- Legal newspapers
- NALP Directory of Legal Employers: hard copy or online at www.nalpdirectory.com
- Four or More Attorney List available on the job posting page of the CSO website
- The National Jurist Employment Insider
- Sullivan's Law Directory
- Firm literature, brochures and websites
- Former law clerks
- Word of mouth (be careful to filter fact from rumor)
- Professors and previous employers
- Other attorneys
- A CSO counselor's knowledge of the employers

Note: It may be difficult to find information on some employers, particularly small firms or solo practitioners. Nonetheless, the more you can find out, the more prepared you will be for your interview.

What Information Are You Looking For?

You are looking for information that will help you in the interview including answers to basic questions the employer will expect you to know and material that will serve as the basis for questions you will ask the employer:

- Areas of practice
- Size (total and by office)
- Location of offices
- Years to partner
- Size of past summer/associate classes
- Salaries/benefits
- Diversity of firm
- Types of clients
- Backgrounds of attorneys
- Firm history

- Recent cases
- Recent articles
- Level of satisfaction
- Structure of organization
- Major clients
- JMLS alumni at the firm
- Employer reputation and mission statement

Research The Interviewer

In addition to researching the employer, if you can find out whom you will be meeting with, you should also try to research the interviewer:

- Undergraduate and Law School
- Practice area
- Recent cases
- Publications
- Community involvements

Practice Interviewing

Practice, practice, practice. Learn the “standard” interviewing questions (found later in this handbook) and be comfortable answering them. Also, identify and be able to discuss gaps in your resume and other “weaknesses” with confidence. No matter how many books or handouts you read, practice is the best way to improve your interviewing style. The CSO offers a Mock Interview Program to help you practice interviewing. You may also meet with a CSO counselor to practice interviewing at anytime. Remember, there is nothing wrong with standing in front of the mirror and answering practice questions.

BE POSITIVE (How To Answer Questions)

Be confident in your skills and abilities! Remember you are trying to convince an interviewer to hire you. They want to know that you can do the job. Focus on your strengths but be able to address your weaknesses head-on. The most successful interview is a conversation between you and the interviewer rather than a series of questions and answers. Those ice-breaking questions you may be asked are important in establishing a rapport with the interviewer. Keep in mind that **how** you answer a question is often more important than **what** you say. The interviewer may want to find out if you can think on your feet.

Planning Your Answers in Advance

Prior to your interview, think about what it is that makes you unique from the other candidates. In particular, think about what you want the interviewer to know about you by the end of the interview. Try to come up with 2 - 4 “talking points” – “stories” about you that you want to be sure to relate during the interview. For example, if you once

helped a former employer catch a crucial mistake that otherwise could have led to serious legal problems, *you want the interviewer to know this.*

The trick here is that the interviewer is unlikely to simply ask, “What 2 – 4 things about you do you want me to know?” This means that you need to be both **prepared** and **creative**. Know your “talking points” in advance. Then, when an open-ended question is asked of you, answer the question but also think about whether you can highlight your answer with one of your “talking points.” For example, if asked, “Why is it that you want to be a corporate lawyer?” you can begin with a general answer and then move into the example story from above – “While working for Company A, I helped find an accounting error that could have cost the corporation millions of dollars in fines. It became apparent to me that small business owners can really benefit from the assistance of a knowledgeable and detail-oriented attorney.”

Not every “talking point” has to be about a career success. They can relate to how you helped turn around a failing sorority, how your persistence in high school basketball resulted in you moving from a benchwarmer to a starter by the end of your senior season, or any other story that demonstrates the successful use of skills that will make you an excellent attorney.

Helpful Hints in Answering Questions

- Refresh yourself on your accomplishments before the interview and be prepared.
- Be prepared to discuss everything on your resume in details.
- Convey your enthusiasm for the employer, the position and the opportunity to learn new things.
- Listen to the question, take a moment to reflect, if necessary, and then answer the question.
- Always maintain eye contact, appear interested, and reflect appropriate body language.
- Sarcasm is rarely appropriate. You may use humor if the interviewer sets the tone for humor, but be sure to use good judgment.
- Be cautious of becoming too comfortable in the interview. You should always be professional, even when you have a good rapport with the interviewer.
- Never speak poorly about a previous employer or your law school.
- Focus on improvement or on what you learned from a negative experience.
- Find something positive to say in response to challenging questions such as your weaknesses, why you weren't given an offer from your last employer, your grades, etc.
- Be honest and up front. Don't hedge, and when possible, show how you have learned and improved.

Again, practice is the only way to feel comfortable answering these questions. Make an appointment to talk about these issues with a CSO counselor. And if you need more practice, set up a mock interview in the CSO or use your family and friends.

Questions You May Be Asked

The Most Frequently Asked Interview Questions

1. Why are you interested in our firm?

- a. What they really want to know: How much do you know about our firm?
- b. How you should answer: This is a great opportunity to show your knowledge of the firm and your enthusiasm for working there. Be specific about what interests you and always explain why it interests you.

2. Why should we hire you?

- a. What they really want to know: Are you confident in your abilities?
- b. How you should answer: Explain the important information that is not on your resume, and elaborate on what is on your resume. This is your chance to get across specific accomplishments you want them to know about you.

3. Tell me about yourself?

- a. What they really want to know: They are looking for information not on your resume. They would like to see your ability to organize a wide topic into a brief and well-organized answer.
- b. How you should answer: Build a picture about yourself that embodies what you think they are looking for. Include relevant details of your history that led you to this interview.

4. What are your strengths?

- a. What they really want to know: Do you understand what skills are necessary to be a successful attorney?
- b. How you should answer: Be honest and realistic about your strengths, and be sure to relate them to the practice of law. The best answers will give examples of why something is your strength.

5. What are your weaknesses?

- a. What they really want to know: What do you have to hide? Why shouldn't we hire you? How do you handle difficult questions?
- b. How you should answer: This is a hard one. Be honest, without giving away too much personal information. This is not the time to discuss all the things you would like to change about yourself. For instance, you may want to talk about a weakness that is common amongst law students and then explain your strategy to overcome this weakness. An example would be "My greatest weakness is time management. I find it difficult to find time for family, friends and hobbies since I am working part-time and in school full-time. However, I'm working hard to find more time for myself by

participating in an intramural football team this fall.” Also, avoid cliché answers such as “I work too hard” or “I am too focused on being the best attorney I can be.” The key is to be honest, while also demonstrating that you are already addressing your weakness.

6. Why are you interested in ____ kind of practice?

- a. What they really want to know: How strong is your interest in a particular field? What areas of law do you want to practice? Are your interests and goals consistent with the firm’s?
- b. How you should answer: Demonstrate how your interests and goals match those of the firm’s and reflect an understanding of that actual area of law.

7. Where do you plan to be five years (or ten years) after graduation?

- a. What they really want to know: What are your career goals?
- b. How you should answer: Explain your career goals and how they match those of the firm’s.

8. What questions do you have about our firm?

- a. What they really want to know: How interested are you in the firm.
- b. How you should answer: Ask in-depth, thoughtful questions (see “What You Can Ask The Interviewer” later in this handbook). Do not ask questions you could have answered on your own with better research!

9. Why did you decide to go to law school?

- a. What they really want to know: What motivates you? Do you have realistic career expectations?
- b. How you should answer: Your response will likely be personal in nature. Give specific examples instead of broad answers. Do not state “I want to help people, so I decided to go to law school.” Instead, explain why you want to help people and your specific goals.

10. Tell me about your low grade in ____ class.

- a. What they really want to know: They are looking to see if you can answer a difficult question as well as the reason why you actually received a low grade in a particular class.
- b. How you should answer: Be honest, confident, and do not be defensive. Remember, they have already decided to interview you and have likely seen your GPA and/or transcripts. Take ownership of the grade – do not blame it on a poor instructor, noisy test environment, etc. Instead, honestly address where you think you may have had difficulties (e.g. not familiar with essay tests, misunderstood the material, etc.). Then, and this is essential, demonstrate your efforts to address your shortcomings (e.g. “I spoke with my professor and...” or “I have worked with the writing resource center...”). Finally, show successes in that area of the law in other contexts (in a job or continuation course).

The following questions are other common questions that may be asked depending on where you are interviewing.

A. In General

1. Why did you decide to study law?
2. What law school courses interest you the most?
3. What qualities do you possess which lead you to believe you will make a good lawyer?
4. What is the most significant item on your resume?
5. Why did you choose The John Marshall Law School?
6. How much significance do you think we should attach to your relatively high (low) GPA?
7. Do you approve or disapprove of the _____ decision?
8. What recent Supreme Court decision seems to you the most significant?
9. Why are you on Law Journal? Why aren't you on Law Journal?

B. Large and Medium Size Firms

1. Is there anything particular about our firm that has interested you?
2. What part of our practice would be of special interest to you?
3. Is there any particular part of your experience, which you think might help you to fit with our firm?
4. Do you think you have the qualities that would enable you to become a partner?
5. Would you have an interest in doing pro bono work at the same time?
6. What would your references tell me about your legal abilities and commitment to the profession?

7. At what other firms have you interviewed?
8. If we made you an offer, how soon would you be prepared to give us an answer?

C. The Small Firm

1. Do you have any ties to this community?
2. What familiarity do you have with the way a small firm operates?
3. Are you committed to work with a small firm and stay with it?
4. If we hired you, what are your salary expectations?
5. Do you consider yourself an easy person to get along with? Explain.
6. Do you think you will at first need a lot of supervision and general help?
7. How much responsibility will you be prepared to assume right from the start? Explain.
8. How would you go about bringing in clients?

D. Government employers

1. Why are you interested in working for the government?
2. Why are you interested in this government agency?
3. How much do you know about us?
4. Would you be prepared to make a career in government?
5. What experience have you had which you think might equip you for this job?
6. Do you have a career plan?
7. What are your feelings about government bureaucracy?
8. What training have you had in administrative law?
9. How much courtroom experience have you had?

E. Public Interest Groups & Legal Aid

1. How committed are you to working with this population?
2. Why do you have an interest in this area?
3. Which of the following interests you and why: domestic relations cases, rights of consumers, landlord/tenant problems, claim collections, civil rights, anti-discrimination actions, rights to municipal services, welfare problems, housing, environmental law, etc?
4. What experiences have you had in public interest law?
5. How important to you is the matter of compensation?
6. What do you see as the rewards/challenges of working in this area of the law?

F. Judicial clerkships

1. Explain your interest in trying to secure a clerkship.
2. What is your specific interest in seeking such a job with me?
3. Do you think a one-year term is long enough to make a job worthwhile?
4. What are the particular aspects of a clerkship that you would value?
5. How far do you feel you have progressed in developing your writing skills?
6. How valuable do you consider Law Journal work in preparing you for a judicial clerkship? Explain.
7. Have you looked into, and if so what have you found out about, the reputation of the judges to whom you are applying for a clerkship?
8. While at law school, have you noted particular judges whose opinions you particularly admired, because of style, substance or ideology?
9. How important to you are the political views of the judge?
10. What do you think of merit selection of the federal and state judiciary?

11. How conversant are you with the significant current decisions of the Supreme Court of the United States?

12. Do you think a judge is under any obligation to help a law clerk find a job at the end of the term?

What You Can Ask The Interviewer

“What questions do you have for me?” should be expected in every interview you have. **Do not ask questions that could be answered simply by looking at firm websites, brochures or Martindale-Hubbell.** Please note that some questions may be more relevant for law clerks or for attorney positions.

Sample Questions to Ask:

- What do you expect from your summer associates/clerks?
- How much responsibility do you give summer associates/clerks?
- How is the work distributed to the new associate/clerk?
- In which direction is the firm headed?
- In which sections of your firm do you anticipate the greatest need?
- To what degree do lawyers within your organization work on cases together?
- How would you describe the communication among partners and associates?
- How is performance judged, and by whom? What are the criteria for advancement?
- What are the firm’s prevailing attitudes and practices on such matters as pro bono work, community service and government service?
- What is a typical day for [the interviewer]?
- What type of training/supervision is available?
- Will I have an opportunity to observe court proceedings?
- Will I work on a variety of areas of law or in a specialty?
- What is the next step in the hiring process?
- Tell me about your career path and how you began working here.
- Tell me about some of your most significant cases.
- What projects are you working on now?

The above list of questions is not finite. Other types of questions may come up from your specific research on the employer or issues raised during the interview.

BE PROFESSIONAL

Be professional in all your contacts with an employer. The interviewer will be sizing you up and getting an impression to report back to the employer. You need to convince the interviewer that you are a professional person who would be an asset to the employer.

- Be on time for an interview.
- Call in advance if you will be late or need to cancel an interview.
- Be courteous to everyone you meet (including all support staff).
- Shake hands and address the interviewer by “Mr.” or “Ms.” unless told otherwise.
- Always bring extra copies of your resume, transcript, references and writing sample to the interview.

Dealing With Illegal, Inappropriate or Offensive Questions

Questions dealing with race, national origin, religion, marital status, sex (including pregnancy and children), age and disability are generally inappropriate and may be illegal. Before responding or walking out, consider the following points:

- Most attorneys doing interviews are not trained at interviewing. Often inappropriate questions come from an interviewer’s attempt to break the ice, the interviewer’s own nervousness, or simple ignorance.
- Sometimes, an illegal question is a poorly phrased way of getting to another issue. For example, “Do you have or are you planning to have children?” may really mean “How flexible is your schedule?” or a question of your long-term plans. In such a case you can answer the underlying issue rather than the inappropriate question.
- Questions will come up based on your resume or your cover letter. Be prepared to discuss anything on these materials.
- In some cases questions about age or disability status may relate to bona fide occupational qualifications and would be appropriate or they may be for statistical purposes and are not a part of the hiring criteria.
- While you are free to discuss any of the above subjects with the interviewer, it should be on your initiative. The interviewer should not bring them up.

Your response will vary according to the interview situation, your feelings as to the interviewer’s motivation and your feelings as to the question posed.

- Anticipate possible questions and your responses based on your application materials. Is it obvious from your resume that this is a second (or third) career and therefore

you may be older than other law students? Are you heavily involved with religious activities? Please make an appointment with a CSO counselor to discuss specific concerns.

- Respond to the underlying issue rather than the inappropriate question as discussed above.
- Refuse to answer the inappropriate question, responding with, “I don’t see how that question relates to my ability to do this job” or “I don’t think that question is appropriate for an interview.”
- End the interview.

If you are faced with a situation where you feel the employer acted inappropriately, please contact the Assistant Dean or the Director of Career Services.

Clothing & Attire

Trust your instincts. Law is a conservative profession, so when in doubt, be conservative. Suits with skirts for women are still preferred. There are two basic guidelines: (1) Be neat, clean and professional; and (2) Be comfortable. If you have any questions about what is appropriate attire, please speak with a CSO counselor.

After The Interview

Always send a thank you note within 24 hours of an interview to each person you interviewed with or at minimum to the main contact person if you interviewed in the person’s office. You may handwrite or type a thank you note. You may use email to write a thank you note, only if you have established email as the preferred method of communication with this person. Refer to *The Paper Trail*, for more information on thank you notes.

INFORMATIONAL AND JOB INTERVIEWING RESOURCES IN THE CSO

Mock Interview Programs

The CSO sponsors at least two formal mock interview programs each year: one in July for students participating in the Patent Law Interview Program and one in early September for 1Ls, 2Ls, 3Ls and LL.Ms. In addition, the Chicago Bar Association offers a program in February for law students through the Young Lawyers Section.

Individual Appointments

Students are welcome to make an appointment with a CSO counselor to go over interviewing techniques or to conduct a mock interview.

Alumni Mentor Program

To assist you in contacting someone who truly wants to help, the CSO has developed the **Alumni Mentor Program**, where over 100 alumni from a variety of private and public sector practice areas in a variety of geographic locations have volunteered. They are willing to discuss their careers and provide information about the job market. Stop by the CSO to sign up for a mentor.

Books and Resources in the CSO Library on Interviewing and Networking

- *The Essential Book of Interviewing: Everything You Need to Know From Both Sides of the Table*, Arnold B. Kanter, 1995
- *It's Who You Know*, Cynthia Chin-Lee, 1993
- *Guerrilla Tactics for Getting the Legal Job of Your Dreams*, Kimm Walton, 1996
- *Information Interviewing*, Martha Stoodley, 1997
- *Interview for Success: A Practical Guide to Increasing Job Interviews, Offers, and Salaries*, Caryl Rae Krannich and Ronald L. Krannich, Ph.D's, 1998
- *The Legal Job Interview*, Clifford Ennico, 1992
- *National Business Employment Weekly: Interviewing*, 1994
- *National Business Employment Weekly: Networking*, 1994
- *The Smart Woman's Guide to Networking*, Joyce Hadley & Betsy Sheldon, 1995
- *Sweaty Palms: The Neglected Art of Being Interviewed*, H. Anthony Medley, 1993
- The JMLS library has additional resources. For a complete list, please stop by the CSO.

Sample Informational Interview Request Letter

Your Name and Contact Information

Date

Individual Name
Company Name
Contact Information

Dear _____:

The purpose of this letter is to request an informational interview with you. I am a first year student at The John Marshall Law School considering a career in _____ and your insights about this career choice would be most appreciated.

I am interested in learning about the job responsibilities of this position, what skills are most important for success in this field, and the career path for this type of work. I expect to take no more than twenty minutes of your time and can arrange a meeting at your convenience.

Next week, I will be calling your office to explore the possibility of a meeting. I look forward to having the opportunity to meet with you. Thank you for your time.

Sincerely,

Your name