

### *Career Counseling*

Individual career counseling appointments are available to all graduates of the Law School. In order to make meaningful and satisfying career choices, graduates are encouraged to assess their strengths and skills, explore their interests (both inside and outside the legal arena) and brainstorm for possible employment options with a career counselor. Together with a counselor, graduates can clarify their career objectives, narrow the field of choices, and develop effective job search strategies.

Assistance with resumes, cover letters, and interviewing skills as well as advice on negotiating salaries and benefits and assessing job offers, is also available. A meeting with a career counselor is also recommended for those graduates who wish to reacquaint themselves with the office and the services available to them.

Graduates who wish to schedule an appointment with a counselor should call 617-573-8148 or stop by the Career Development Office (CDO) located in Sargent 120.

### *Assessment Services*

The counseling staff of the CDO believes that the more a graduate understands about oneself, the better able he or she will be to make satisfying career choices and conduct a successful job search. A thorough self-assessment should involve a careful consideration of one's skills, interests, values, and an appreciation for how one's personality may match with key aspects of a particular job.

One step in matching personality to a job is to evaluate one's personality type. The Myers Briggs Type Indicator (MBTI), available through the CDO, is a reliable personality assessment instrument which provides graduates with a framework for understanding their individual personality type. The MBTI is administered by CDO counselors who have been specially trained and qualified to interpret results.

Any interested graduate may schedule an individual appointment for an MBTI interpretation with a counselor or participate in an interactive MBTI work shop, which are held monthly in the Career Library. The CDO also has career-related literature on the MBTI, and more generally, on the impact of personality type on job satisfaction in the legal field.

### *Workshops and Career-Related Programming*

The Career Development Office regularly offers workshops and career-related programs throughout the academic year. Graduates are welcome to attend any programs of interest. All career program information, including dates and times, is posted on the CDO website. These programs include resume writing workshops, career panels and information sessions. SALS graduates are encouraged to attend all CDO sponsored programs. When

possible, the audio portion of programs is recorded and posted on the CDO website under the Handouts/Resources link for those who are unable to attend the program.

### ***CDO Website***

The CDO website (<http://www.law.suffolk.edu/offices/career/>) is a valuable resource for graduates. It has links to *Spotlight* – the CDO weekly newsletter, CDO handouts, and career-related links to assist in the job search process. *Symplicity*, the CDO’s job posting site can be found on the website.

### ***Symplicity – Job Postings***

Job listings for law school graduates are posted through *Symplicity* on our website. Contact the CDO at (617) 573-8148 for a username and password to access *Symplicity*. A guide to using *Symplicity* can be found in the handout section of the CDO website.

### ***CDO Blog***

The CDO interactive blog is a new resource that focuses on a variety of career-related issues that are relevant to law graduates. It’s on the web at:

<http://suffolkblawg-cdoblogspot.com>

### ***Mock Interviews***

Mock Interview sessions are provided throughout the year in an effort to assist students and graduates with the development of effective interviewing skills. A mock interview session typically consists of a one hour appointment with a member of the CDO staff.

### ***Networking***

Networking is one of the most effective ways to connect with employers in the legal community and clarify career goals. Many successful SULLS graduates are happy to speak with fellow graduates about their specialization(s), employer type, or geographic location. Graduates interested in conducting informational interviews are encouraged to take advantage of the SULLS Online Community by going to <http://www.law.suffolk.edu/alumni> and clicking on “Enter the Online Community”. Additionally, the Career Library houses a number of networking resources including books and handouts.

### ***Resources***

The Career Development Library houses numerous up-to-date career-related publications addressing employment opportunities and specific employers, fields of law, and current trends in the legal marketplace. The Career Development Library is open during regular office hours. Among the resources available to graduates are:

- ✿ Legal Directories
- ✿ Judicial Directories
- ✿ Federal and State Government Directories
- ✿ State Bar Information
- ✿ Fellowship Information
- ✿ Employer Literature

- ✿ Trade Journals
- ✿ Legal Newspapers
- ✿ Annual Salary Surveys
- ✿ Legal Career Publications
- ✿ Job Search Guides
- ✿ Career-Related Handouts and Materials

Computers are available to students and graduates in the Career Library. There is limited access to Lexis/Nexis for career research. Additionally, the computers can be used in preparing resumes and cover letters.

### ***Alternative Careers Information***

Many law school graduates are interested in exploring non-traditional job options for lawyers. The Career Development Library houses a number of publications which may be of particular interest including

- ✿ *What Can You Do with a Law Degree*
- ✿ *Do What You Are*
- ✿ *Life After Law: Second Careers for Lawyers*
- ✿ *Turning Points: New Paths for Lawyers*
- ✿ *Alternative Careers for Lawyers*