

# Resources for Transfer Students

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Welcome to Suffolk University Law School! The Career Development Office (CDO) provides a variety of career services for you as a transfer student to help you achieve your career-related goals. Please take advantage of the CDO's services and resources.

**Career Development Office**  
**Suite 120**  
**Office Hours**  
**Monday - Thursday: 8:45 a.m. - 6:00 p.m.**  
**Friday: 8:45 a.m. - 4:45 p.m.**  
**[www.law.suffolk.edu/offices/career/](http://www.law.suffolk.edu/offices/career/)**  
**[LAWCDO@SUFFOLK.EDU](mailto:LAWCDO@SUFFOLK.EDU)**  
**617-573-8148**

**FOLLOW US ON TWITTER:** [www.twitter.com/suffolkcdo](http://www.twitter.com/suffolkcdo)  
**LIKE US ON FACEBOOK:** <http://bit.ly/suffolkcdo>

## **Walk-in Hours**

Mondays: 9:30am to 11:00am  
5:00pm to 6:00pm

Tuesday: 9:00am to 11:00am

Wednesday: 2:00pm to 4:00pm

Thursday 12:30pm to 2:30pm  
5:00pm to 6:00pm

## **CAREER COUNSELING**

Individual career counseling appointments are available to you as a transfer student. In order to make meaningful and satisfying career choices, the CDO will help you assess your strengths and skills and explore your interests both inside and outside the legal arena. If you are not familiar with the legal market in and around Boston, the CDO can provide information and introduce you to resources to help you increase your knowledge of the legal market. Together with a CDO career counselor, you can clarify your career objectives, narrow your field of choices, and develop effective job search strategies.

The CDO staff provides assistance with resumes, cover letters, interviewing skills, negotiating salaries, and assessing job offers. A meeting with a career counselor is also recommended to learn more about the office and the services available. If you would like to schedule an appointment with a counselor, please go to our webpage: [www.law.suffolk.edu/offices/career/](http://www.law.suffolk.edu/offices/career/) and follow the directions on the main page for our online appointment scheduling system.

## **ADDING SULS TO YOUR RESUME**

In adding Suffolk to your resume, list Suffolk's name first and then the school from which you transferred underneath. Here is an example of how you would do this:

## **Education**

**Suffolk University Law School**, Boston, MA

Candidate for Juris Doctor, May 2012

**University of Florida Levin College of Law**, Gainesville, FL

Attended Fall 2009-Spring 2010

*Class Rank: 5/100 (Top 5%)*

For information about drafting a legal resume, please see the CDO's handout on resume writing located in the CDO's office and on-line at <http://www.law.suffolk.edu/offices/career/handouts/>.

## **RESOURCES**

The CDO has a weekly email newsletter, *Spotlight*, which contains important announcements regarding programs, employment opportunities, scholarships, and judicial clerkships. It is emailed to every student, and can be found on-line at [www.law.suffolk.edu/career](http://www.law.suffolk.edu/career). In addition, the CDO has a Resource Library that contains numerous career-related publications addressing employment opportunities and specific employers, fields of law, and current trends in the legal marketplace. It is open during regular office hours. Among the resources available to you are:

- Legal Directories
- Judicial Directories
- Federal and State Government Directories
- State Bar Information
- International Careers Information
- Fellowship Information
- Employer Literature
- Trade Journals
- Legal Newspapers
- Alumni Directory
- Annual Salary Surveys
- Legal Career Publications
- Alternative Career Publications
- Job Search Guides
- Career-Related Handouts and Materials
- Streaming audios of CDO Programs

Several computers are available to students and graduates in the CDO Resource Library. Each computer has access to LexisNexis, Westlaw, and the Internet. Additionally, Microsoft Word and WordPerfect are available to prepare resumes and cover letters.

## **WORKSHOPS AND CAREER-RELATED PROGRAMMING**

The CDO regularly offers workshops and career-related programming throughout the academic year. You are welcome to attend any programs of interest. Career program information, including dates and times, is located on the CDO website, in *Spotlight*, and included in the Dean of Students weekly e-newsletter to students. It can also be found in the CDO's Programs handout that is updated each semester. Below is a small sampling of the career-related programs the CDO provides:

- Applying for Federal Jobs

- The Clerkship Interview
- Patent Law Forum
- Alumni Career Forum
- Career Insight Series - Each program addresses a different practice area, and includes a diverse panel of practitioners. Topics have included, tax law, family law, compliance, environmental and energy law, and more.
- Getting the Job: Hot Topics in Legal Hiring
- Resumes and Cover Letters 101

### **ON-CAMPUS RECRUITING (OCI)**

In order to participate in any on-campus recruitment program this season, you need to become acquainted with and utilize the CDO's web-based recruitment management system, Symplicity. All aspects of fall recruiting and how to use Symplicity are covered in the CDO's Student Guide to Symplicity (<http://www.law.suffolk.edu/offices/career/handouts/documents/StudentGuidetoSymplicity.pdf>). You can also bring a copy of your resume and cover letter to a career counseling session if you would like to have it reviewed.

For OCI dates, times, and employers, please see the Fall 2011 Recruitment Programs and Participating Employers on-line at <http://www.law.suffolk.edu/offices/career/oci.cfm>. Please note that many of the large law firms do not participate in on-campus recruiting. If you would like to apply to these law firms, most of their recruiting begins in early August, so you would need to begin researching hiring timelines as soon as possible.

### **HONOR BOARDS**

Transfer students interested in Honor Boards should contact them as soon as possible.

**Suffolk University Law Review** <http://www.law.suffolk.edu/highlights/stuorgs/lawreview/>

**Transnational Law Review** <http://www.law.suffolk.edu/highlights/stuorgs/transnat/homepage.html>

**Moot Court Board** <http://www.law.suffolk.edu/highlights/stuorgs/moot/>

**Journal of High Technology Law** <http://www.jhtl.org/>

**Journal of Health & Biomedical Law** <http://www.jhbl.org/>

### **JOB POSTINGS**

Job listings are posted on Symplicity, the CDO's web-based recruiting system. If you do not have a username and password to access Symplicity, please visit the CDO. The CDO also has a handout that contains a list of websites with job postings. It is available in the CDO Resource Library and is posted on the CDO's website.

### **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 consists of a one-hour appointment with a member of the CDO staff. During the first twenty minutes, you answer a number of questions typical for an interview. The remaining time is spent reviewing the session and identifying and discussing effective and ineffective responses.

### **NETWORKING/MEETING SUFFOLK UNIVERSITY LAW SCHOOL GRADUATES**

The law school has an Alumni Directory within its online community that you can use to conduct alumni searches. By using an advanced search, you can find Suffolk alumni by name, city, law specialty, or employer. The CDO encourages you to take advantage of this valuable resource. To access the Alumni Directory, go to CDO's website, [www.law.suffolk.edu/career](http://www.law.suffolk.edu/career), and then click on "Alumni Career Network." You will first need to register by emailing Annamaria Mueller at [amueller@suffolk.edu](mailto:amueller@suffolk.edu).

Within the Alumni Directory, you can access the Career Advisory Network (CAN). The CAN consists of alumni who have volunteered to be a resource/mentor for current students and/or other alumni. You can search the CAN based on law specialty, current professional information, (career classification, position level, description, organization name, city, state and country), networking preferences (discussion topics, areas of involvement, member group preference), Suffolk academic information (degree, school, major, class year), and other academic information ( institution name, degree, major, year). Although the CAN does not have as many alumni as the more general Alumni Directory, the CAN is a particularly valuable resource because the alumni involved have already indicated a willingness to be contacted by Suffolk students and alumni.

There is also a handout available in the CDO and on the CDO's website that instructs students about how to find alumni using various sources such as the Alumni Directory, Martindale-Hubbell, and LinkedIn. Additionally, you can meet alumni by attending many of the CDO, Rappaport Center and Alumni Office programs. Check the Suffolk calendar to find out when the next networking program will occur.