

WASHINGTON, DC



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SULS'S CAREER DEVELOPMENT OFFICE

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INTRODUCTION

Whether you are a current student or alumna/us of Suffolk University Law School, seeking a summer internship or permanent job, the Career Development Office (CDO) recognizes the difficulties encountered when searching for a position from afar. We hope the following resources will prove helpful as you undertake your search. As always, please make an appointment with one of the CDO counselors for further guidance to help you formulate an effective job search strategy.

RECIPROCIITY

Students and graduates may request a letter of reciprocity which will allow them to use the Career Services Office at another ABA-accredited law school (subject to the other school's reciprocity policy). The services that schools offer reciprocity recipients, and the dates during which reciprocal services are rendered, vary. You can view the reciprocity policies of other law schools on NALP's website (<http://www.nalp.org/reciprocitypolicies?s=reciprocity>). Please request a letter from the CDO at least two weeks before you expect to be visiting the area.

For more information about requesting reciprocity, contact Jessica Bonzek in the CDO at lawcdo@suffolk.edu or at (617) 573-8148.

Consider requesting reciprocity from one of the following schools:

- American University - Washington College of Law
4801 Massachusetts Avenue NW, Washington, DC 20016
www.wcl.american.edu
www.wcl.american.edu/career
- The Catholic University of America - Columbus School of Law
3600 John McCormack Road NE, Washington, DC 20064
www.law.cua.edu
www.law.cua.edu/Career/StudentIndex.cfm
- University of the District of Columbia - David A. Clarke School of Law
4200 Connecticut Avenue, NW Washington, DC 20008
www.law.udc.edu
www.law.udc.edu/?page=CareerServicesMenu
- The George Washington University Law School
2000 H Street, NW, Washington, DC 20052
www.law.gwu.edu
www.law.gwu.edu/Careers/Pages/CareerDevelopmentOffice.aspx

- Georgetown University Law Center
600 New Jersey Avenue NW, Washington, DC 20001
www.law.georgetown.edu
www.law.georgetown.edu/career
- Howard University School of Law
2900 Van Ness Street NW, Washington, DC 20008
www.law.howard.edu
www.law.howard.edu/prospective_careerservices

Please do not visit or call another law school's career services office without first requesting reciprocity access through the Career Development Office.

BAR ASSOCIATION INFORMATION

Bar associations are professional legal organizations with membership based on factors including common geography and/or specialty. Participation in a bar organization is a great beginning to your legal career. Joining a bar organization while a law school student has many benefits, including opportunities to network, to build contacts and legal skills through pro bono legal work, and to attend lectures on specific topics of interest. After graduation, membership in such organizations will prove invaluable, providing you opportunities to keep your skills sharp by attending CLE seminars and conferences, to build new client relationships through networking events, and to meet other practitioners in your field of law. Additionally, bar associations frequently offer their members free access to online databases such as Casemaker.

Statewide:

- District of Columbia Bar - www.dcbbar.org
- District of Columbia Bar Association - www.badc.org

Specialty:

- Hispanic Bar Association of the District of Columbia - www.hbadc.org
- South Asian Bar Association of Washington, D.C. - www.sabadc.org
- Women's Bar Association of the District of Columbia - www.wbadc.org
- Energy Bar Association (EBA) - www.eba-net.org
- Federal Communications Bar Association (FCBA) - www.fcba.org
- American Association of Jewish Lawyers and Jurists- www.jewishlawyers.org
- Asian Pacific American Bar Association of the Greater Washington, D.C. Area- www.apaba-dc.org
- Federal Bar Association, D.C. Chapter- www.fedbar.org/dc.html
- Gay, Lesbian, Bisexual and Transgender Attorneys of Washington- www.gaylaw.org
- Washington Bar Association- www.washingtonbar.org
- For a complete list of specialty bar associations in the DC area, visit http://www.dcbbar.org/for_lawyers/resources/voluntaryBars.cfm

ALUMNI RESOURCES

Contacting Suffolk alumni for informational interviews can be a great way to both network and learn about practicing law in a particular geographic area. See the "Informational Interview" section of our Networking handout (www.law.suffolk.edu/offices/career/handouts/documents/Networking.pdf) to get started.

- 5 ways to search for Suffolk alumni:
 - (1) Martindale-Hubbell Directory – www.martindale.com/Find-Lawyers-and-Law-Firms.aspx
 - (2) SULS's Online Alumni Community – www.alumniconnections.com/olc/pub/SFL
 - (3) 2006 Alumni Directory- this hardcover book is available at the CDO front desk
 - (4) LinkedIn- www.linkedin.com
 - (5) Search for Suffolk alumni on the websites of firms you are targeting using keyword or law school searches.

- The following alumni have volunteered to serve as networking resources:
 - Administrative Judge Joel Kravetz '95
Equal Employment Opportunity Commission
(202) 419-0723

 - Robert A. Martin '94
Office of Chief Counsel, IRS
(202) 622-4502

 - Amy C. Roma '03
Hogan Lovells
(202) 637-6831
amy.roma@hoganlovells.com

 - Thomas M. Sullivan '93
Nelson Mullins Riley & Scarborough LLP
(202) 545-2909
tom.sullivan@nelsonmullins.com

You should also contact the Suffolk Law School Alumni Group's Washington, DC Chapter. Information on the Washington, DC Chapter, including contact information, can be found here: www.law.suffolk.edu/offices/alumni/getInvolved/chapters.cfm?CID=1

CONTINUING LEGAL EDUCATION (CLE)

Participation in CLE events offers students and alumni the two-fold benefit of learning practical information about a relevant, substantive legal topic while networking with practicing attorneys in your desired geographical region and substantive interest areas.

A CLE program offers myriad ways to facilitate networking with attorneys practicing in your desired field. Often, attorneys attend these events both to gain knowledge and to network themselves. While not all states have a CLE requirement, every state offers CLE opportunities through local bar associations, CLE organizations, and local law schools.

Washington, DC currently does not have a mandatory CLE requirement.

- DC Bar CLE - www.dcbbar.org/for_lawyers/continuing_legal_education/index.cfm
- ABA Center for Continuing Legal Education - www.abanet.org/cle

LEGAL NEWS PUBLICATIONS

Reading area legal news publications is a beneficial way to familiarize yourself with the local legal market. The information you learn will help you define your target audience during networking and job search efforts. You can also use your new familiarity with the local bar to distinguish yourself in an interview situation. These publications may also contain job postings.

It would be advantageous to review any, or all, of the following legal resources:

Local:

- *Legal Times* - www.law.com/jsp/dc/index.jsp
- *Washington Business Journal* - <http://washington.bizjournals.com/washington/>

National:

- *American Lawyer* - www.law.com/jsp/tal/index.jsp
- *National Law Journal* - www.law.com/jsp/nlj/index.jsp

LOCAL NEWS PUBLICATIONS

When considering relocation, it is essential to possess some knowledge of the area. Reading local news publications, such as newspapers and business journals, will provide a general understanding of the local landscape and current topics. In addition, these publications can help you investigate the local market, including real estate conditions and cultural activities. Most importantly, during an interview the demonstration of your acquired knowledge of the geographical region will reflect the intensity of commitment to relocate.

The following resources are the mainstream local news publications for the region:

- *The Hill* - www.hillnews.com
- *Washington Business Journal* - www.washington.bizjournals.com/Washington
- *Washington Post* - www.washingtonpost.com
- *Washington Times* - www.washingtontimes.com

GOVERNMENT RESOURCES

Government and public interest organizations present valuable opportunities not only as full-time work but also for volunteer opportunities during your job search. Some of the following resources also contain job postings. For additional information and guidance about this search, contact SULS's Rappaport Center for Law and Public Service at 617-573-8644 or visit www.rappaportcenter.org.

Federal:

- Careers in Government - www.careersingovernment.com
- Federal Jobs Digest - www.jobsfed.com
- FedWorld - www.fedworld.gov
- Government Honors & Internship Handbook - www.law.arizona.edu/career/honorshandbook.cfm - Published by the University of Arizona; a username and password are available in the CDO
- Government Jobs - www.govtjobs.com
- Govtjob.net – www.govtjob.net
- Hill Zoo - www.hillzoo.com
- Opportunities in Public Affairs - www.opajobs.com
- RCjobs - www.rcjobs.com
- StudentJobs.gov - www.studentjobs.gov
- USAGov - www.usa.gov/index.shtml
- USAJOBS - www.usajobs.opm.gov
- U.S. Attorney's Office for the District of Columbia - www.usdoj.gov/usao/dc
- U.S. Department of State - www.state.gov
- U.S. Office of Personnel Management - www.opm.gov
- White House - www.whitehouse.gov - Access to all U.S. government sites through "Your Government"

State:

- District of Columbia - www.dc.gov/index.asp
- District of Columbia Department of Corrections - www.doc.dc.gov
- District of Columbia Department of Employment Services - www.does.dc.gov
- District of Columbia Office of Attorney General - www.occ.dc.gov
- District of Columbia Office of the City Administrator - www.oca.dc.gov
- District of Columbia Office of the Mayor - www.dc.gov/mayor/index.shtm
- District of Columbia Office of the Secretary - www.os.dc.gov/os/site/default.asp
- State and Local government on the Net - www.statelocalgov.net/other-dc.cfm - Links to state and local government.

PUBLIC INTEREST & NONPROFIT RESOURCES

Government and public interest organizations present valuable opportunities not only as full-time work but also for volunteer opportunities during your job search. Some of the

following resources also contain job postings. For additional information and guidance about this search, contact SULS's Rappaport Center for Law and Public Service at 617-573-8644 or visit www.rappaportcenter.org.

Public Interest & Nonprofit (Nationwide):

- ABA Division for Legal Services - www.abanet.org/legalservices
- ABA Standing Committee on Pro Bono and Public Service - www.abaprobono.org
- Career Education Institute - www.internships-usa.com - Site offers information on internships nationwide; contact the CDO for username and password
- Equal Justice Works - www.equaljusticeworks.org
- Essential Information - www.essential.org
- Idealist - www.idealist.org
- National Lawyers Guild – www.nlg.org
- National Legal Aid and Defense Organization - www.nlada.org
- Office of Public Interest Advising - www.law.harvard.edu/students/opia - Harvard Law School has made these Specialty Guides available to all students
- Partnership for Public Service - www.ourpublicservice.org
- PSLawNet - www.PSLawNet.org

Public Interest & Nonprofit (Local)

- Alliance for Justice - www.afj.org
- The Children's Law Center - www.childrenslawcenter.org
- Legal Aid Society of the District of Columbia - www.legalaiddc.org
- Legal Momentum Advancing Women's Rights - www.legalmomentum.org
- Nuclear Age Peace Foundation - www.wagingpeace.org
- The Public Defender Service for the District of Columbia - www.pdsdc.org
- Whitman - Walker Clinic Legal Department (HIV-related legal issues) - www.wwc.org/Legal
- <http://www.dcjobs.com/jobs/category/Legal-Attorney/Washington,-DC/1503> (enter "public interest" in keyword section)

PRO BONO OPPORTUNITIES

Whether you are already employed or looking for a job, doing legal volunteer work is an excellent way to acquaint yourself with a new city and to make a positive contribution to the community. Below are some resources to introduce you to pro bono opportunities in the area:

- D.C. Bar Pro Bono Program - http://www.dcbar.org/for_lawyers/pro_bono/index.cfm
- Pro Bono Net, D.C. - <http://www.probono.net/dc/about/>
- Washington Area Lawyers for the Arts- <http://thewala.org/>
- Washington Legal Clinic for the Homeless- <http://www.legalclinic.org/>

JOB LISTINGS

Listed below are a few national and regional websites you may want to use. It is by no means an exhaustive list, but we hope it will be a good starting point.

General:

- America's Job Bank - www.jobbankinfo.org
- CareerBuilder.com - www.careerbuilder.com
- Indeed- www.indeed.com
- Yahoo Hot Jobs - www.hotjobs.com
- Job-Hunt - www.job-hunt.org
- Monster - www.monster.com

Legal:

- Job Listings available through the Career Development Office - <https://law-suffolk-csm.symplicity.com/students>
- The ABA Resource Center - www.abanet.org/careercounsel
- Lawjobs.com- www.lawjobs.com
- EmplawyerNet - www.emplawyernet.com
- Heiros Gamos - www.hg.org/index.html
- Legal Staff - www.legalstaff.com
- Vault - www.vault.com
 - Through the SULLS Community link on the CDO website, you have free access to Vault.com's Career Insider, which provides numerous research tools in addition to job listings- www.law.suffolk.edu/offices/career/search/login/joblist.cfm (Contact the CDO office for the password. You will be asked to set up an account using your email address before beginning your research).

Local:

- DC Area Jobs - www.dcareajobs.com
- DC Job Source - www.dcjobsource.com
- The Brad Traverse Group - www.bradtraverse.com

LEGAL DIRECTORIES

The following legal directories can be valuable tools in researching and collecting contact information for targeted mailings and networking outreach.

- Martindale-Hubbell Law Directory - www.martindale.com
- NALP National Directory of Legal Employers - www.nalpdirectory.com
Information regarding all NALP members, including law firms, corporations, public interest organizations and government offices. Includes demographic information, an organizational narrative, hiring information and other useful resources. The listings are broken down by state and by practice area. Print Resource available in the CDO.
- West Legal Directory - www.westlaw.com or www.lawyers.findlaw.com
Site through which one can search for individual attorneys and firms by name, geographic location, law school, undergraduate institution, firm-size and more.

COURT INFORMATION

Regardless of your career goals, knowing the ins and outs of the local, state, federal and specialty court systems in the area is an important first step towards a successful transition into the legal market. The information is also helpful in preparing for judicial clerkship interviews.

Use the following resources to start your research:

Federal:

- General information on Federal Courts - www.uscourts.gov/allinks.html
- United States Court of Appeals, D.C. Circuit - www.cadc.uscourts.gov/internet/home.nsf
- United States District Court for the District of Columbia - www.dcd.uscourts.gov
- United States Bankruptcy Court, District of Columbia - www.dcb.uscourts.gov

State:

- District of Columbia Judiciary - www.dccourts.gov/dccourts/index.jsp - Information about all state courts is available on this Web site.

Resources:

- *Bureau of National Affairs Directory of State and Federal Courts, Judges and Clerks, 2010 Edition* (available in the CDO library) - Lists all the federal and state courts. For each state, there is a one page chart with the organization of the state courts – a great snapshot of that particular state court system!

PUBLIC LAW LIBRARIES

Public Law Libraries are invaluable resources. Many have free, public access to Westlaw and Lexis and other legal databases. They're great places for alums to go to do legal research, and to prepare for job interviews. Every state and most big cities have a public law library.

Check out the following libraries:

- University of the District of Columbia Law Library - www.law.udc.edu/
- Law Library of Congress (Free reader registration card required) - www.loc.gov/law/

LEGAL RESEARCH GUIDES

Librarians at public and private law libraries throughout the country put together detailed state-specific research guides. Many of these guides are available for free from any computer in the world. These guides allow you to get a quick overview of case reporters, statutes, regulations and other legal research for a specific state.

Some good examples are listed below:

- Georgetown Law Library: District of Columbia Resources - www.ll.georgetown.edu/states/dc.cfm
- George Washington University Law Library: Legal Research Guide for the District of Columbia - www.law.gwu.edu/Library/Research/Documents/Guides/DC_09.pdf

SALARY INFORMATION

Starting salary figures **vary greatly** region by region, and by type of legal employer. The information below should provide you with some guidance. We encourage you to make an appointment with a CDO counselor should you need further assistance regarding salary negotiations with a particular employer.

- One of the best sources of salary information for private sector government, and public interest jobs can be found on NALP's website. Visit www.nalp.org, go to "Research & Statistics" and click on "Salaries & Compensation."
- Federal Government Pay Scales - <http://www.opm.gov/oca/10tables/pdf/gs.pdf>
- FindLaw.com's Career Center provides data that it collects via the web concerning regional legal employers - www.infirmation.com/shared/insider/payscale.tcl. Please be aware that this site contains information supplied ANONYMOUSLY via the internet and cannot be confirmed.
- Payscale.com- www.payscale.com. Includes tools for calculating salary ranges, benefits, cost of living, etc. The data is obtained through surveys run by third parties and real-time data from all members that enter information directly into the system via the web site daily.
- Law Employment Center - www.lawjobs.com. This contains the National Law Journal's most recent report on *What Lawyers Earn*.
- Paycheck City - www.paycheckcity.com. Offers several online tools to calculate take home pay, gross pay, 401(k)s, bonuses, etc.
- Salary.com- www.salary.com. Tools, such as the "salary wizard," allow you to research salary ranges for particular positions, among other things.
- The Salary Calculator - www.homefair.com. Provides cost-of-living comparison between U.S. cities and towns, as well as internationally.
- The following figures are from the Home Fair (www.homefair.com) and are the median expected salaries as of July 2010. This basic market pricing report was prepared using their Certified Compensation Professionals' analysis of survey data collected from thousands of HR departments at employers of all sizes, industries and geographies.

- Attorney Jobs in Washington, DC
 - Attorney I (0-3 years of experience) - \$98,864
 - Attorney II (2-5 years of experience) - \$126,861
 - Senior Attorney (5-8 years of experience) - \$158,298
 - Managing Attorney (8+ years of experience) - \$183,022
- Cost of Living Comparisons (taken from CNNMoney.com) based on an annual salary of \$70,000
 - Comparable salary in Washington-Arlington-Alexandria, DC-VA - \$74,117
 - Groceries will cost: 5% less
 - Housing will cost: 51% more
 - Utilities will cost: 36% less
 - Transportation will cost: 5% more
 - Healthcare will cost: 19% less

BAR EXAMINATION & ADMISSION INFORMATION

Bar admission requirements, bar exam deadlines and fees **vary by state** so educate yourself early.

- District of Columbia Admissions - www.dcbar.org/for_lawyers/membership/prospective_members/index.cfm
- National Conference of Bar Examiners - www.ncbex.org
- The American Bar Association's *Comprehensive Guide to Bar Admission Requirements 2010* is now available for download as a free PDF at www.ncbex.org/comprehensive-guide-to-bar-admissions.
- Bar Exam - www.barexam.org
- Bar Bri - www.barbri.com/app.aspx?cmd=go_home

BLOGS & LINKEDIN

Blogs are a really great way to keep current on cutting edge issues as they unfold. Blogs can be found through a general Google search (www.google.com) for the terms blog, law or legal, and the name of the city or state (i.e. "blog law Washington DC").

LinkedIn (www.linkedin.com) is a business-oriented networking site that focuses on employment and professional networking as opposed to social networking. Users can connect with others in their field and search by geographic area, practice area and law school.

LEGAL DISCUSSION GROUPS

Joining a legal discussion list is an excellent way to network and stay on top of cutting edge issues and job openings. The ABA has the best, most comprehensive list of legal discussion lists. Go to www.abanet.org/discussions/ and on the right side of the screen, click on "View the ABA email lists." Another discussion list directory tool is List Tool: www.listtool.com.

SULS'S MOAKLEY LAW LIBRARY

Have questions about how to find state-specific legal material, need to find free online resources since you no longer have access to Westlaw or Lexis, or want help starting a research project? Whether you're in Boston or Hawaii, reference librarians at Suffolk University Law Library welcome your questions. Call them at 617-573-8516 or email lawref@suffolk.edu. If you're in Boston, stop by the reference desk on the 6th floor of the Law Library. They're there to help.

SULS'S CAREER DEVELOPMENT OFFICE

The Career Development Office (CDO) maintains an open door policy; students and alumni with questions should feel free to drop by anytime. However, whenever possible, you should schedule an appointment with a career counselor to reduce your waiting time.

The staff is available to assist you with all aspects of your job search including assessing skills, preparing resumes and cover letters, sharpening interviewing skills and exploring a variety of legal job opportunities, alternative careers and various geographic locations.

While you are in law school, it is important for you to define your career goals and develop your legal skills. Participation in various law school activities, competitions, clinical programs, internships and part-time jobs can help you accomplish these objectives. Employers seek to hire highly motivated, self-confident students who have specific skills to offer. As a graduate, you will want to continue to develop and cultivate your career-long job searching skills and contacts.

Although the Career Development Office will assist you with every aspect of your job search, the ultimate responsibility of securing a job rests with you. Keep in mind, securing a job is a job in itself; the Career Development Office serves as an important resource to complement your own efforts and initiatives.

The Career Development Office welcomes any requests or questions you may have with respect to career development. Our office is open Monday through Thursday from

8:45am to 6:00pm and Friday from 8:45am to 4:45pm. Feel free to call us with any questions at 617-573-8148.

Additionally, visit the Career Development Office's web site (www.law.suffolk.edu/offices/career) for more information, including handouts, audio broadcasts of CDO programs, links and other useful resources.