

1L OFFICE OF CAREER MANAGEMENT PRE-ORIENTATION PREPARATION RESOURCE GUIDE

Welcome to Santa Clara Law and to your first year of law school! To assist you as you transition into your first semester as law students, The Office of Career Management wants you to feel as prepared as possible for your initial interactions with our office, and with the legal community as a whole. This quick reference guide will assist you in simple ways you can get a jump start on your job search, and get familiar with our office before you start classes.

The mission of The Office of Career Management is to provide employment related services to students, alumni and employers, while assisting both students and graduates in managing their own professional development. Our staff works collaboratively with employers and other professionals, and we consistently develop our professional and personal networks to create employment opportunities for job seeking students and alumni. Our professionals are highly involved in national and local legal recruiting associations, and possess deep industry knowledge to educate and produce highly marketable job seekers that are confident and empowered.

What you can be doing right now to jump start your job search:

- **Take ownership over your future!** Your success depends on your active involvement in your strategic job search planning. Brainstorming what practice areas are out there and what you may want to explore should begin before your first class. Start to think about legal environments that you might thrive in or want to learn more about. Why did you decide to go to law school? What are your passions? What are you curious about? Begin to take notes on what practice areas and legal sectors you discover and what you like (or don't like) about them.
- **Take a look at your resume.** Now that you are a law student, your resume needs to be formatted and designed for the legal community and market. Before you visit The Office of Career Management (OCM) for your formal advising appointment in October, check out our resume resources on the OCM website, and watch our 1L video series on the OCM YouTube channel!

Things to know about a legal resume:

- Remove the "Objective" if you have one listed at the top of your resume.
 - Get rid of any reference to high school.
 - Think about this formula: Task, result, accomplishment.
 - Think about adding an "Interests" section. Attorneys like to ask questions. Make it interesting.
 - Check your spelling, grammar and format.
- **Ask questions.** Start to think about people you may know that are attorneys. Ask them what practice areas they have expertise in, and what they did in law school. If you don't know any attorneys, meet some! The Office of Career Management will teach you ways to reach out to the legal community to learn more about practice areas and how to become successful, but in the meantime, research law firms and legal associations that will expose you to the attorneys you want to connect with.

How you can get started in your research:

- **Visit the Office of Career Management website.** What to focus on:
 - OCM social media channels (OCM Facebook, Linked In, Blog, Twitter).
 - Print resources (resumes, cover letters, interviewing skills).
 - Employment statistics.
 - Job search resources.
- **Look at legal research sites.** Start researching firms and legal areas that you are curious about, and may be interested in. **Martindale.com, nalpdirectory.com, psjd.org, calbar.ca.gov, San Francisco Bar Association and Santa Clara Bar Association websites** are great ways to learn about practice areas, attorneys, legal events, and more. Explore firm, public interest and public sector websites to get familiar with the legal community and to get familiar with legal practice areas and related topics.
- **Participate in SCU Law orientation activities!** Learn about next steps, and visit the OCM table at the Orientation Information Fair. Meet current law students and SCU Law alumni that have volunteered their time to help you get started in your legal career!