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## INTRODUCTION

Every year, many Akron Law students conduct job searches outside of Northeast Ohio. Some students, originally from other states, are eager to move back home after graduation, while others, native to Akron or Northeast Ohio, seize the opportunity to move to a new city to begin their legal careers. In all cases, conducting a job search outside your current geographical location requires you to research, be organized, and plan ahead. This guide provides useful information on how to conduct an out of town job search, and provides helpful resources available from the Career Planning and Placement Office (“CPPO”). As you conduct your out of town job searches, the CPPO is available to help you with job searching tips and tools, resume reviews, drafting cover letters, interviewing skills, and much, much more. We look forward to working with you throughout your law school career and as alumni.

## CPPO RESOURCES

**AkronLawJobs Database:** <https://law-akron-csm.symplicity.com/students/>

The CPPO maintains a job posting database on Symplicity, called AkronLawJobs, which lists positions for law students as well as post-graduate attorney postings. All Akron Law students and graduates have access to the AkronLawJobs site, which is password protected. To obtain your username and password, please email [lawcareerplanning@uakron.edu](mailto:lawcareerplanning@uakron.edu).

**Intercollegiate Job Bank:** [https://www.law2.byu.edu/Career\\_Services/jobbank/](https://www.law2.byu.edu/Career_Services/jobbank/)

The Intercollegiate Job Bank, maintained by Brigham Young University Law School, contains job postings from law schools around the country. The Job Bank is password protected. Please email [lawcareerplanning@uakron.edu](mailto:lawcareerplanning@uakron.edu) for the most current password.

**CPPO Website:** <http://www.uakron.edu/law/career/>

The CPPO website contains a lot of resources that pertain to out-of-town job searching.

**CPPO Blog:** <http://blogs.uakron.edu/law/category/career-planning/>

The CPPO maintains a blog to inform students of job search tips, professional development advice, networking opportunities, on campus events, career opportunities and other important information. Please add the blog to your favorites, or subscribe to its posts, so that you may stay informed of all CPPO happenings and events.

**The Career Connection and The Alumni Career Connection:** Each Friday, the CPPO emails all currently enrolled students the CPPO's newsletter, "The Career Connection", and on the 15<sup>th</sup> of each month, the CPPO emails all alumni who have subscribed, the "Alumni Career Connection." Both newsletters are available free of charge and contain a variety of job search information, including out of state positions. Both Career Connections are also available on our website: <http://www.uakron.edu/law/career/careerconnections.dot>

**CPPO Resource Library:** Located in Room 132, the CPPO Resource Library provides a wealth of information to students researching out-of-town job opportunities. The library contains books, binders and other publications. Additional resources available from the CPPO include contact information, available upon request, for University of Akron School of Law alumni practicing in various cities and states throughout the country.

## RECIPROCITY

Reciprocity allows Akron Law students and alumni to receive access to some or all of the career planning resources of another ABA accredited law school. This can be a useful tool for students seeking employment outside Akron, Ohio. Many law schools, including Akron, have strict guidelines as to when they will grant reciprocity and for how long they will grant it. Please be sure you carefully read and understand the reciprocity policy of the school you are requesting access to and that you make your request at the time you are able to take the fullest advantage of the privileges extended to you. To request reciprocity, please email our office at [lawcareerplanning@uakron.edu](mailto:lawcareerplanning@uakron.edu), as the CPPO will need to send a letter and information to the requested school at least two (2) weeks in advance of your visit.

The Akron Law Reciprocity policy which follows is similar to the reciprocity policies of many other law schools. The Career Planning and Placement Office of the University of Akron School of Law is available to law students and graduates of ABA accredited law schools who grant Akron Law School students and graduates the same opportunity. A letter of introduction from the Director of Career Planning or another Career Planning Office staff member requesting reciprocity should be received by Akron Law two weeks prior to any initial visit. Requests should include the address of the reciprocity visitor and state the individual's graduation date.

Reciprocity will be granted to Ohio law schools on a one-to-one basis only.

Akron Law offers the following reciprocal career services: a) job listing board, with the exception of "blind ads," b) in-office use of resource library materials, c) other career planning materials, and d) NALP publications. Akron Law is unable to provide reciprocity visitors with participation in campus interview appointments, individual counseling services, resume review or referral or access to password-protected services and online job listings. Keep in mind other schools' reciprocity policies may be similar.

Reciprocity is valid for three months from the date of the initial visit. Reciprocity will not be available between August 1 and November 15 and between February 1 and March 15. One renewal request may be made per calendar year.

Reciprocity visitors must abide by office procedures and identify themselves on each office visit by presenting a copy of the letter granting reciprocity. Walk-in requests will NOT be honored. Services are provided to visitors in person; no employment information will be provided by mail or over the telephone. When responding to notices found in the Akron Law CPPO, visitors are required to state in their cover letters to employers that they learned of the position through a reciprocal agreement between the visitor's school and the Akron Law School Career Planning Office. Other law schools may have similar requirements so be sure to ask the offices you visit.

In any given year, reciprocity will be limited to a particular number of visitors per law school if the number of requests is excessive. Services may be denied to any individual who misuses the facilities or services.

**Code of Conduct for Law Students – Do's and Don'ts**

- Do give your CPPO staff sufficient notice for them to initiate the reciprocity request. Read and honor the reciprocity policy of the host school.
- Do make an appointment with your host law school. Walk-in or drop-in requests are not advised.
- Do Bring your student I.D. card or, if you are a graduate, your bar membership card.
- Don't ask for services that are not delineated in the host school's reciprocity policy.
- Don't speak poorly of your own law school's career services staff or facilities.
- Do mention in your cover letter to employers that you obtained their job listing through the career services office of another school.
- Do give feedback/suggestions to your law school's career services office about resources which you found helpful and which are not available at your law school. Career services professionals always welcome and value feedback from their students and graduates.
- Do remember that the host law school's students and graduates have first priority for the use of the career services staff and facilities.
- Do act professionally at all times and remember you are a representative of The University of Akron School of Law.

## NETWORKING

“Networking” means meeting and getting to know people, having them get to know you and developing sincere and meaningful relationships with them. Networking is a very important job search tool. It is one of the most useful means for getting to know people who can give you information about potential legal jobs, or can introduce you to other attorneys who may assist you with your job search. The goal of networking is to build professional relationships that will assist you in the future with your legal career development. It is never too early to start building your professional network.

Networking is one of the most effective ways to find a legal position, as many positions are not advertised but filled through word of mouth. Often times, employers would rather interview and hire someone whom they know personally or who comes recommended by someone they trust. Effective networking will lead to advice, information and referrals, all of which are invaluable tools for a job search. Take advantage of the opportunities and start your professional network now!

To develop a network, make contact with anyone you know who may have information about a job opening, or who may know someone else with information or a lead for a job. That can encompass a wide array of people including relatives, friends, previous and current co-workers, professors, previous and current classmates, alumni from your college and law school and acquaintances from community groups, including members of the local bar associations.

When conducting an out-of-town job search, you should take advantage of your time spent outside of Akron. If you will be visiting a geographical area where you would like to work, for example, your hometown, reach out to contacts ahead of time to determine whether they will be able to meet with you while you are in town. Perhaps you could meet them for coffee or an informal lunch. Also, take advantage of the different events available to you while there, such as bar association events, community events and even private parties with friends, family and former classmates. Do not underestimate the value of a social function for networking purposes. An informal conversation with someone at a cocktail party, wedding, lunch, dinner party or golf game can ultimately lead to a job opportunity! If you attend a social activity, and you meet someone whose career interests you, or has contacts in a particular area, you can end the conversation by exchanging business cards or phone numbers and expressing your interest in speaking to the contact or getting together in the future. Follow up in a couple of weeks by asking the person out for coffee or lunch.

Here are a few tips to keep in mind while networking: Prepare a 60 second biography about yourself – a “personal pitch”- that introduces yourself, briefly describes your education and work experience, and highlights your strengths. Lead the conversation by asking interesting and educated questions. Pass along information, and have business cards or your resume handy. Always follow up with the people you meet.

Remember, the goal of networking is to meet people and get their advice on job searching, so be sure to ask for information only, and not a job.

### **ALUMNI NETWORKING**

The Office of Career Planning & Placement provides many opportunities for current students to meet and network with Akron Law School alumni. For a list of Akron Law School Alumni events planned around the country, please go to <http://www.lawalum.uakron.edu/>. Attending events in various cities with Akron Law alumni is a great job-searching tool and a good way to meet attorneys in geographic regions you are interested in working.

Also, contact the CPPO to obtain a list of Akron Law alumni living and working in various cities throughout the country, and outside the United States. The purpose of contacting Akron Law alums is to get their guidance and assistance with your job search in their region, not to ask for a job with their firm or company. Keep in mind, networking with Alumni may eventually lead to a job!

### **GATHERING INFORMATION – DO YOUR HOMEWORK!**

Gathering information about jobs through informational “interviews” is a great way to learn more about an area of practice and ultimately find a job. This process requires you to do your homework and research. Informational interviewing involves researching and gathering career information from those who already work in a certain field or practice in a certain area of law, or work in geographic locations that interest you. Informational interviews are not job interviews, although they may often lead to job offers.

Follow these steps to conduct informational interviews:

1. Identify potential contacts. Use Martindale-Hubbell ([www.martindale.com](http://www.martindale.com)) to identify attorneys practicing in the geographical areas in which you are interested. This database is also useful in identifying University of Akron School of Law alumni for your network. As previously mentioned, you may contact the CPPO to request information about alumni working in a certain city or region. Along with Akron Law alumni, you may also want to contact alumni from your undergraduate institutions working in the legal community.

2. Send letters to attorneys introducing yourself and politely requesting information. Keep a detailed chart/list of each attorney you reach out to, the date you sent the letter, and any follow-up required. Send your résumé along with your letter. Your letter should be brief and explain the connection you have with the attorney, such as attending Akron Law. State your interests, and request a brief informational interview at their convenience. State that you are sending a resume for informational purposes only. End the letter by stating that you will follow up with a phone call. Be sure to actually follow up!

3. Follow up with a telephone call about one week to ten (10) days after sending the letter. Reiterate your interest in a brief informational interview/meeting, and assure them that you are not looking for them to offer you a job. Be open to either a phone call or in-person interview. Be flexible – the attorney’s time is valuable! If the person declines the opportunity to meet with you, simply thank them for their time and move on to the next person on your list. If the person agrees to an informational interview, prepare for it by researching the person you are meeting with and his or her firm/employer, and formulate educated and intelligent questions.

4. During the informational interview/meeting, ask your educated and intelligent questions. Act as you would in a formal job interview by being polite, punctual and professional, including your attire. Be prepared to lead the conversation by asking questions. If you meet during a meal or for coffee, you should offer and be prepared to pay. If the attorney insists on paying, be sure to thank them.

5. At the end of the interview/meeting, ask for the names of other people that may be able to help you and ask if it would be permissible for you to contact those persons. Get permission to use the interviewee’s name when you contact those persons.

6. Immediately send a thank you e-mail or letter letting them know how much you appreciate their time and advice. You should keep in touch with all your contacts during the rest of your job search and let them know of any job offers and opportunities you receive, especially as a result of their assistance.

## OUT-OF-TOWN JOB SEARCH TIMELINE

### First Year, First Semester (1FT/1PT/2PT)

- **August**
  - Attend first-year orientation session and meet the CPPO staff!
    - Identifies and explains resources available through CPPO
    - Helps plan steps to prepare yourself
  - Specialization vs. General Practice – start thinking about what kind of law you are interested in pursuing and where you may want to live and practice
    - Specialization – will want to build up documented record of interest and experience in that specialty (e.g., civil rights law, union law, legal services for the poor, intellectual property, etc.)
    - General Practice – will want to build up a record of well-rounded experience in traditional areas of law (e.g., business, criminal, estate planning, etc.)
    - Consider what law school and community organizations share your interests, or will expose you to areas of law within your interests so you can learn more about the area of law and future career opportunities within that area. This is also a good way to start building contacts for future networking.
- **September**
  - Concentrate on studying to get the best grades possible and adjust to law school
  - Attend CPPO workshop/information sessions on different areas of law, etc.
  - Attend kickoff meeting with the Akron Bar Association
  - Consider joining the Akron Bar - a student membership is free!
- **October**
  - Attend CPPO Workshops
- **November**
  - First Year Career Planning Orientation
    - How to start (applying, networking, etc.) on job search strategies, etc.
    - Resume Workshop
    - Meet with CPPO (1<sup>st</sup> year part-time students can make appointments as early as August for individual consultations)
    - The Bliss Institute
    - Clinical Seminars and Public Interest Fellowship Workshop
  - Review the resume and cover letter handouts
  - Prepare draft resume and cover letter and have CPPO review it with you
    - Day and evening appointments are available
    - Telephone appointments are possible if necessary
    - Keep in mind your cover letter for out of town jobs should mention any connections and your interest in the geographical areas in which you are applying
  - Meet with CPPO to identify geographic areas where you would like to work. At this time, you should also discuss how to develop your professional network in those regions
  - Identify opportunities for first-year summer internships with large, medium and small firms in those cities you have identified
  - Prepare networking/informational interview letters to send to contacts so that you can begin to network over winter break. Your contacts should include friends, family, undergraduate alumni,

neighbors, law school alumni, or anyone else who may help with your job search. Your letters should explain your connection to and your interest in that particular market. Also, mention whether you will be in the area during your winter break.

- **December**
  - Large-firm employers associated with the National Association for Legal Career Professionals (NALP) start accepting applications on December 1. Use [www.nalpdirectory.com](http://www.nalpdirectory.com) to identify the firms
  - You generally will not have first-year grades and/or class rank before submitting applications
    - Important: update applications once you have your grades/rank
  - Review the governmental summer internships requirements and submission timelines
  - Start sending out resumes and making contact with small and medium size law firms

#### **Semester Break (1FT/1PT/2PT)**

- Mail resumes and letters and schedule interviews over the semester break where opportunities are available
- Call or visit hometown attorneys over the break, conduct information interviews with the contacts you have made, and follow up with a resume and cover letter
  - Include in your cover letter information learned during your discussions, and include information that shows you have local connections
  - Start networking for summer clerkships
- Plan ahead and attend any events at local bar associations in your hometown

#### **First year, Second Semester (1FT/1PT/2PT)**

- Prepare application materials, resume and writing samples after first semester exams
  - Have final resume reviewed by CPPO in January – do not wait!
- **January**
  - Large firms will continue to accept applications
  - Attend all CPPO workshops and presentations
  - Apply to smaller-sized law firms for summer jobs in the cities of your choice
  - Follow up with any employers and contacts you met with during the winter break
  - Apply to federal government agencies such as the United States Attorney's Office early in the month. Meet with the CPPO to discuss other federal government opportunities in your preferred geographic area
- **February**
  - Solo/Small Firm On-Campus Interview (OCI) and resume collection
- **February/March/April**
  - Apply to smaller-sized law firms for summer jobs in your preferred geographic area
  - Spring OCI Program
  - Attend CPPO Workshops and presentations
  - Join student organizations and legal fraternities
    - Great opportunity for current and future networking
    - Shared activities are fun and often benefit the local community
- **March**

# The University of Akron School of Law

## Career Planning & Placement Office

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- Set up appointment to do mock interview with CPPO
- Government Information Fair – look into all available positions in your preferred geographic area
- **April**
  - Register for job fairs such as Minority, Patent Law and Public Interest, etc.
  - Register for an externship through one of our Clinical Seminar Programs, and/or apply for a Public Interest Fellowship. Information available in the CPPO
  - Try out for Moot Court and Trial Teams
  - Attend orientation for Fall OCI Recruitment Programs
  - Begin to think about your networking plans for the summer. Summer is a great time to network in the legal community in the geographic region where you want to practice

### **First Year Summer (1FT/1PT/2PT)**

- Apply for Law Review and/or related, e.g., Tax Journal, Tech Transfer Online Journal
  - Grade on and Write on
- Work part-time or full-time in law-related position
- Take summer classes
- Consider study abroad, internships, externships
- Update resume and cover letter
- Identify and prepare writing sample
- Keep in touch with CPPO to learn about opportunities
- Continue to follow up with employers and contacts you made in your preferred geographic locations
- Watch your e-mail for information from CPPO regarding Fall OCI Program
- Prepare to participate in the Law School's Fall Semester OCI Program
  - Respond to CPPO's electronic program package for opportunities where you **meet the employer's stated criteria**
- No later than August, mail resumes and tailored cover letter to large-firm employers who are not participating in the Fall OCI Program
  - Research employers on-line. Some examples include:
    - Martindale Hubbell -- <http://www.martindale.com/>
    - Association for Legal Career Professionals (NALP) Directory of Legal Employers -- <http://www.nalpdirectory.com/>
    - PSJD (NALP's Public Service network) -- <http://www.psjd.org/>
    - Law School Job Bulletins – You may access job opportunities posted by other law schools throughout the U.S. by accessing the Job Bank through Brigham Young University Law School at [https://www.law2.byu.edu/Career\\_Services/jobbank/](https://www.law2.byu.edu/Career_Services/jobbank/). Please email [lawcareerplanning@uakron.edu](mailto:lawcareerplanning@uakron.edu) for the most current password.
  - Contact CPPO for more information and assistance

### **Second Year, First Semester (2FT/3PT)**

- **Throughout**
  - Attend CPPO workshops and presentations
  - Participate in Bar Association Committees, Continuing Legal Education (CLE) courses and other mentoring/networking opportunities
  - Start developing your contact and networking list! Make sure you are making yourself a known member of the legal community

- Contact alumni in the area you would like to practice after graduation, and set-up informational interviews. Keep in mind that phone interviews are a good option for alumni outside of Akron
- **June/July**
  - Review CPPO Fall OCI Program package and instructions sent via email
    - Call CPPO if you have not received by mid-July
  - Make appointment with CPPO to discuss employer research as necessary
    - Note: CPPO **is open** during the summer
- **August**
  - Update resume, writing sample and order new transcripts
  - Have CPPO review resume
  - Remember to get resumes and tailored cover letters **out by August** to large-firm employers targeted over the summer participating in the Fall OCI Program
    - Must follow the CPPO OCI packet schedule for application deadlines and requirements
  - Send your resume, cover letter, etc. to firms who are not participating in the Fall OCI Program
  - Many law firms, including most small law firms, do not participate in on-campus recruiting **Firms that are unable to participate in the OCI Program often request that the CPPO collect designated application materials and forward them to the respective employer for consideration.** The Fall list of employers requesting resume collects is included in the Master Fall OCI Program
  - When applying to more than one firm, the student is responsible for submitting **complete** application packets
    - For example, should you apply to more than one firm and all are requesting transcripts, it is the student's responsibility to include a transcript in each and every application packet.
    - NOTE: it is not the CPPO's responsibility to make copies, corrections etc. to application packets.
  - Continue to research mid and large sized firms, as well as boutique firms in your preferred geographic region as they may be accepting applications for the following summer. Prepare all your application materials and have CPPO review them. Once they are in perfect condition, send them out to all potential employers in your preferred geographic region
- **September**
  - Participate in Fall OCI Program. There are limited opportunities for 3FT and 4PT students. However, Fall OCI is traditionally a second year program, so 2FT/3PT students who meet an employer's criteria are more in demand for the OCI Program
    - If you are a qualified 2FT/3PT, **do not miss out!**
  - Apply for a mentor through the Akron Bar Association's Mentor Program. Information is available in the CPPO
  - Take advantage of the Practice Interview Program (by appointment throughout the school year)
  - Join the Akron, Ohio and National Bar Associations as a student member. Consider joining the bar association of the city in which you desire to practice as a student member. Participate in committees as a way to both network and to learn about legal practice areas and opportunities in your area
  - Participate in the Minority Clerkship Program if applicable
- **September/October**
  - Attend judicial clerkship workshops and information sessions
  - Prepare materials and seek letters of recommendation for clerkships
  - Continue to research and identify employers in your preferred geographic areas and prepare your resumes and cover letters and send the same to the employers

- **October**

- Fall OCI continues
- Re-Attend Career Orientation (if desired)
- If you would like to interview with employers in the market where you will be visiting during winter break, begin researching and talk with CPPO about that legal market and applying to employers located there
- Prepare networking/informational interview letters to send to contacts so that you can begin to network over winter break. Your contacts should include friends, family, undergraduate alumni, law school alumni and anybody else that may be able to help you with your job search. Again, your letter should detail your connection to, or interest in, that particular market. If applicable, mention whether you will be in the area during your winter break

<b>Winter Break (2FT/3PT)</b>
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- Rest!
- Continue networking and sending out resumes and have coffee or lunch with the contacts you reached out to while at home or visiting another city
- Continue sending out letters and requesting informational interviews
- Conduct the informational interviews you set up in the prior months
- Investigate volunteer opportunities to gain additional experience in desired fields

<b>Second Year, Second Semester (2FT/3PT)</b>
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- **January**

- Update resume and cover letter
- Have CPPO review them
- Begin to review the Government Honors and Internship Handbook available online and in the CPPO for any federal and state government spring deadlines
- Follow up with employers and contacts you met with during winter break

- **February**

- Solo/Small Firm OCI

- **February/March**

- Spring OCI Program
- Government Information Fair
- Start preparing judicial clerkship application materials
  - Letters of recommendation, writing samples, etc.
  - Investigate application timelines and application means (i.e., OSCAR for federal clerkships)
  - Federal Law Clerk Information Hiring System website: <https://lawclerks.ao.uscourts.gov/>
  - Note: state level judicial clerkships tend to vary more in their deadlines
    - Contact courts and/or CPPO for assistance determining hiring cycles for state courts

- **January/February/March**

- Apply for summer jobs with medium and small firms -- the earlier the better for medium firms!
- Some jobs will be available later than this, especially in smaller firms, so stay in touch with CPPO
- Attend Career workshops and presentations

# The University of Akron School of Law

## Career Planning & Placement Office

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- Sign up for mock interviews with CPPO
- Devise a networking plan for the summer. Summer is a great time to get out in the community and network with those in the legal field in the geographic area where you desire to work

### Summer (2FT/3PT)

- Work at law firm, General Counsel's office, etc.
- Participate in clinical externship program
- Pursue public interest fellowship, Bliss Institute, prosecutor/public defender offices, court and other opportunities
- If you are spending the summer in your hometown or the city in which you desire to work, participate in local bar activities, and continue to network with local attorneys and send out resumes
- Apply for Law Review or other Law Journals – editorial staff

### Third Year, First Semester (3FT/4PT)

- **August**
  - Update resume, writing sample, and order new transcripts
  - Have CPPO review your resume
  - Remember to get resumes and tailored cover letters out by August to large-firm employers targeted over the summer
  - Make sure to identify employers interviewing 3D/4E during Fall OCI, and prepare resume and tailored cover letters
  - Continue to research and identify employers not participating in OCI that you would like to apply to
- **September**
  - Practice Interview program by appointment throughout the year
  - Fall OCI Program (limited opportunities as compared to 2D/3E students)
  - Apply for Federal Honors Programs
    - Presidential Management Fellowship
    - Honors Programs (i.e., Department of Justice, Department of Housing and Urban Development, etc.)
  - Follow federal law clerk hiring process for applying to particular federal courts
- **October**
  - Fall OCI Program continues
  - If you would like to interview with employers in the market you are visiting during winter break, talk with CPPO about researching that legal market and applying to employers
  - Prepare networking/informational interview letters to send to contacts so that you can begin to network over winter break. Your contacts should include friends, family, undergraduate alumni, law school alumni and anybody else that may be able to help you with your job search. Again, your letter should detail your connection to, or interest in, that particular market. If applicable, mention whether you will be in the area during your winter break
- **November**
  - Contact CPPO to develop job strategies to target small to mid-size firms that do not participate in OCI Program
  - Network!
  - Request reciprocity from a law school in the geographic area you are interested in practicing. As many schools require you to visit their campus in order to use their services, you will want to

coordinate reciprocity to coincide with any trips you plan to take over winter break. Contact CPPO for assistance with this

- **December**

- Update resume and cover letters
- While home, tap into your personal network of friends, family, undergraduate alumni, law school alumni, former co-workers, etc. to learn more about the legal market in your hometown, as well as potential job opportunities
- Continue to send out resumes and request informational interviews over the break
- Investigate volunteer opportunities to gain additional experience in desired field

<b>Third Year, Second Semester (3FT/4PT)</b>
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- **January**

- You will receive your CPPO graduation requirements
  - Exit interview
  - Employment survey
  - Directory information
  - Job seeker resources
- Follow up with any employers and contacts you met with over winter break
- Begin to visit the Intercollegiate Job Bank monthly to view job postings from law schools around the country for out of town jobs

- **February**

- Make appointment with CPPO to tailor your employment searches
- Spring OCI Program
- Solo/Small Firm OCI
- Begin to or continue to apply to law firms. If you will be in their area over spring break, mention that in your cover letter. Always make every effort to attend an in-person interview, even if travel is involved. This makes a great impression and shows how much you want the job.

- **March**

- Practice Interview Program
- Government Information Program
- Request reciprocity from a law school in the geographic area you are interested in practicing. As many schools require you to visit their campus in order to use their services, you will want to coordinate reciprocity to coincide with any trips you plan to take over spring break

- **April**

- Deadline for submitting completed graduation interview, employment survey and directory information to CPPO

- **May**

- Graduation!
- If you are still job-searching, do not panic! There are still plenty of opportunities available. Meet with CPPO to talk about your options
- Stay in touch with CPPO for continued opportunities and alumni counseling, and for contact information of Akron alumni in the geographic area you are interested in practicing

- Request reciprocity from a law school in the geographic area you are interested in practicing. As many schools require you to visit their campus in order to use their services, you will want to coordinate reciprocity with a school in the area you will be in while studying for the bar exam
- **June - December**
  - Many opportunities **for graduates come up from June to December**, particularly after Bar passage
  - Join the Law School Alumni Association
  - Keep working your career and networking plan!

## JOB FAIRS

Legal Job Fairs are held throughout the country and offer a wonderful opportunity for law students to seek employment in private and public sectors in various geographic regions, and to network with legal professionals throughout the country. Please note, many of the job fairs listed below require pre-registration and there may be a bidding process for interviews, so visit the websites listed below and mark your calendars with all registration deadlines and be sure to register on time! Also, please note that this list is not exhaustive and CPPO may notify you of new job fairs as we learn about them.

Job Fairs are typically set up as a large room filled with multiple firms and/or organizations at tables and are a great opportunity for networking as you “table talk” with the potential employers. Here are a few tips to keep in mind for table talk:

- Have plenty of packets to hand out to the employers you visit containing a cover letter, resume and writing sample.
- Try not to travel from table to table in a pack with friends or fellow students from your law school. Approaching an employer alone shows your confidence and your interest in their firm or organization.
- Visit several employers at a job fair to “practice” your personal pitch and your networking skills before you visit the table(s) of the organizations/firms you are the most interested in.

### The Boston Lawyers Group Job Fairs, Boston, MA

Held in July/August, these job fairs are for law students of color interested in working in Boston for their post-graduate career. There is a reception the evening before each job fair which students are strongly encouraged to attend. Selected candidates will interview with BLG employers. For more information, please visit <http://www.thebostonlawyersgroup.com/events/>.

### The Delaware Minority Job Fair, Wilmington, DE

Each year, the Delaware Minority Job Fair Committee holds two job fairs designed to increase diversity within the DSBA by recruiting women, students of color and other underrepresented groups to the practice of law in Delaware. Participants at the job fairs include law firms, corporations and governmental legal employers, who seek to hire first, second and third-year law school students. The job fair for second and third-year students is held annually in the late summer or early fall. The first-year students have a separate job fair which takes place in January of each year. Both job fairs are held on the Wilmington campus of the Widener University School of Law.

In addition to interviews, each job Fair includes a complimentary luncheon, to which members of the Bench, officers of the Delaware State Bar Association, leaders of the minority professional community, political figures and local civic leaders are invited. The students, interviewers and luncheon guests are encouraged to mingle informally both during and after lunch. The Job Fair provides a rare opportunity for law students not only to interview with a number and variety of well-respected Delaware employers, but also to learn about the practice of law in the State from the leaders of its legal community. For more information, please visit [http://www.dsba.org/multicultural\\_lawyers\\_projects.htm](http://www.dsba.org/multicultural_lawyers_projects.htm).

### Equal Justice Works Career Fair and Conference, Washington, D.C.

Held in October, this career fair is the largest event of its kind in the country, and typically brings together over 200 public interest employers and over 1000 students. For more information, please visit <http://www.equaljusticeworks.org/law-school/conference-and-careerfair/students>.

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### Heartland Diversity Legal Job Fair, Kansas City, MO

Held in August in Kansas City, Missouri, the Job Fair is designed to expose law students of diverse backgrounds to both traditional and non-traditional legal employers. For more information, please visit [www.heartlanddiversity.org](http://www.heartlanddiversity.org).

### Hispanic National Bar Association Career Fair

Held in early September, the location varies each year. The job fair is open to 2L and 3L Hispanic law students. The HNBA Career Fair provides law students, young and seasoned attorneys and Convention attendees with a tremendous opportunity to meet and network with other leading Latino attorneys from across the country. The Career Fair also plays host to a symposium designed to help law students enhance their marketing skills for the tough legal Career market. For more information, please visit [www.hnba.com](http://www.hnba.com).

### IMPACT Legal Recruitment Program for Law Students with Disabilities, Washington, D.C.

Held in August in Washington D.C., and sponsored by The University of Arizona Rogers College of Law and Georgetown University Law Center, this career fair is open to law students and attorneys with disabilities. For more information, please visit [www.law.arizona.edu/impact](http://www.law.arizona.edu/impact).

### Indianapolis Bar Association Diversity Job Fair, Indianapolis, IN

Open to 2L candidates who represent all aspects of diversity, who are looking for a one-of-a-kind legal community in a Midwestern city that has both cosmopolitan style and small-town charm.

Two scholarships will also be awarded. For more information, visit <http://www.ibadiversityjobfair.org/>.

### Lavender Law Career Fair, Brooklyn, NY

Held in September, this is the national LGBT Bar Association's Career Fair and is designed to achieve a sense of community and inclusion for LGBT candidates within the legal profession's recruiting efforts. For more information, visit [www.lavenderlaw.org](http://www.lavenderlaw.org).

### Minnesota Minority Recruitment Conference, Minneapolis/St. Paul, MN

Held in late August and open to rising 2Ls and 3Ls wishing to work in the Twin Cities. For more information, please visit [www.diversityinpractice.org](http://www.diversityinpractice.org).

### Nashville Bar Association's Annual Damali Booker First Year Minority Clerkship Job Fair, Nashville, TN

Held in the Winter (usually February), all interested First Year candidates must send a completed registration form, Student Interview Rankings form, resume, writing sample, and both undergraduate and law school transcripts. For more information, please visit [www.nashvillebar.org](http://www.nashvillebar.org).

### National Black Law Students Association Job Fairs

NBLSA regional job fairs are an opportunity for NBLSA members to interview for summer associate positions, federal and local governments, pro bono, and in-house counsel opportunities. National support includes Symplicity (job bidding) administration and membership verification. Our Job Fair Team includes the National Director of Education and Career Development, the National Job Fair Specialist(s), and the Six Job Fair Specialists from each region. For more information, please visit [www.nblsajobfair.org](http://www.nblsajobfair.org)

### The National Black Prosecutors Association Job Fair

Held in July, this job fair is open to students and alumni. The location varies by year. For more information, please visit [www.blackprosecutors.org](http://www.blackprosecutors.org).

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### Northwest Minority Job Fair, Seattle, WA

Sponsored and funded by a consortium of private and public sector employers, the mission of the job fair is to foster access to employment opportunities for historically underrepresented persons in the practice of law, and to provide a networking forum for legal employers and minority law students. For more information, please visit <http://www.nwmjf.org/>.

### Patent Law Interview Program, Chicago, IL

Held in August (two day interview program) and sponsored by Loyola University Chicago School of Law, each year roughly 1,500 law students register for the program, submit their resumes, and bid on interviews with the nation-wide employers that interest them. The program is entirely employer selected - which means that participating employers review the resumes submitted to them and choose the law students they are interested in interviewing at the program. Roughly half of the students registered for the program are selected for interviews each year. For more information, please visit [http://www.luc.edu/law/career/patent\\_students.html](http://www.luc.edu/law/career/patent_students.html).

### Rocky Mountain Diversity Legal Career Fair ("RMDLCF"), Denver, CO

The Rocky Mountain Diversity Legal Career Fair provides an excellent forum for legal employers, law students and law school graduates to meet and discuss employment options with the goal of expanding opportunities and assisting the legal profession in fulfilling its commitment to diversity. Legal employers attending the RMDLCF seek to hire law students and graduates from diverse backgrounds that have been traditionally under-represented in the practice of law in the Rocky Mountain region. These include law students and graduates who are ethnic or racial minorities, disabled, and/or gay, lesbian, bisexual or transgender. Law students and recent law school graduates are invited to register and attend the RMDLCF and to apply for twenty-minute scheduled interviews with participating employers. The Rocky Mountain Diversity Legal Career Fair does not condone or support discriminatory hiring practices by an employer against any applicant or student on the basis of age, gender, race, religion, disability, sexual orientation, veteran status, national origin, or any other protected status. For more information, please visit [www.rmdlcf.com](http://www.rmdlcf.com).

### Vault/MCCA Legal Diversity Career Fairs, locations TBA.

The 6th Annual Vault/MCCA Legal Diversity Career Fair will provide minority, female, GLBT, and candidates with disabilities with the opportunity to meet and network with recruiters from law firms, government agencies, corporate law departments and non-profit organizations who are firmly committed to increasing diversity in the legal profession. For more information, please visit [www.vault.com/legaldiversity](http://www.vault.com/legaldiversity).

## OUT-OF-TOWN JOB SEARCH ONLINE RESOURCES

### ATTORNEY DIRECTORIES

Martindale-Hubbell Lawyer and Law Firm Directory - [www.martindale.com](http://www.martindale.com)

NALP Directory of Legal Employers - [www.nalpdirectory.com](http://www.nalpdirectory.com)

Chambers Associate – [www.chambers-associate.com](http://www.chambers-associate.com)

Law Periscope - [www.lawperiscope.com/](http://www.lawperiscope.com/)

StateLawyers.com - [www.statelawyers.com/](http://www.statelawyers.com/)

### FEDERAL GOVERNMENT

United States Office of Personnel Management - [www.opm.gov](http://www.opm.gov)

USAJOBS - [www.usajobs.gov](http://www.usajobs.gov)

Federal Jobs Search Page - [www.hrsjobs.com](http://www.hrsjobs.com)

FedWorld - [www.fedworld.gov](http://www.fedworld.gov)

Government Honors and Internship Handbook - [www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm)

- The site is password protected. Contact CPPO for password information.

The Hill - [www.thehill.com](http://www.thehill.com)

Leadership Directories - [www.leadershipdirectories.com](http://www.leadershipdirectories.com)

### SELECTED FEDERAL AGENCIES

Agriculture - <http://www.usda.gov/wps/portal/usdahome>

Central Intelligence Agency - [www.cia.gov](http://www.cia.gov)

Commerce - <http://www.commerce.gov/>

Defense - [www.defenselink.mil](http://www.defenselink.mil)

Drug Enforcement Administration - <http://www.usdoj.gov/dea/index.htm>

Education - [www.ed.gov](http://www.ed.gov)

Energy - [www.doe.gov](http://www.doe.gov)

Environmental Protection Agency - [www.epa.gov](http://www.epa.gov)

Federal Aviation Administration - [www.faa.gov](http://www.faa.gov)

Federal Bureau of Investigation - [www.fbi.gov](http://www.fbi.gov)

Federal Communications Commission - [www.fcc.gov](http://www.fcc.gov)

Federal Election Commission - [www.fec.gov](http://www.fec.gov)

Federal Emergency Management Agency - [www.fema.gov](http://www.fema.gov)

Federal Trade Commission - [www.ftc.gov](http://www.ftc.gov)

Food and Drug Administration - [www.fda.gov](http://www.fda.gov)

General Services Administration - [www.gsa.gov](http://www.gsa.gov)

Government Printing Office - [www.gpoaccess.gov/](http://www.gpoaccess.gov/)

Department of Health & Human Services - <http://www.hhs.gov/>

Housing & Urban Development - [www.hud.gov](http://www.hud.gov)

Interior - [www.doi.gov](http://www.doi.gov)

Internal Revenue Service - [www.irs.gov](http://www.irs.gov)

Justice - [www.usdoj.gov](http://www.usdoj.gov)

Labor - [www.dol.gov](http://www.dol.gov)

National Transportation Safety Board - [www.nts.gov/](http://www.nts.gov/)

Occupational Safety & Health Administration - [www.osha.gov](http://www.osha.gov)

Patent & Trademark Office - [www.uspto.gov](http://www.uspto.gov)

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Postal Service - [www.usps.gov](http://www.usps.gov)  
Securities and Exchange Commission - [www.sec.gov](http://www.sec.gov)  
Social Security Administration - [www.ssa.gov](http://www.ssa.gov)  
State - [www.state.gov](http://www.state.gov)  
Transportation - [www.dot.gov](http://www.dot.gov)  
Treasury - [www.ustreas.gov](http://www.ustreas.gov)  
Veterans Affairs - [www.va.gov](http://www.va.gov)

### STATE LEGISLATURES

National Conference of State Legislatures - <http://www.ncsl.org/Home/tabid/118/Default.aspx>  
State Local Government Listing – <http://www.statelocalgov.net/50states-legislature.cfm>

### SELECT STATE AND LOCAL GOVERNMENT EMPLOYERS

#### Atlanta, Georgia

Office of the Fulton County District Attorney  
[www.fultonda.org/employment](http://www.fultonda.org/employment)  
Prosecuting Attorney's Council of Georgia  
[www.pacga.org](http://www.pacga.org)  
Office of the Attorney General of Georgia  
<http://law.ga.gov/02/ago/home/0,2705,87670814,00.html>  
Fulton County: Office of the County Attorney  
[www.fultoncountyga.gov/index.php/county-attorney/](http://www.fultoncountyga.gov/index.php/county-attorney/)  
City of Atlanta: Municipal Court, Public Defender's Office  
<http://www.atlantaga.gov/government>  
The Office of Public Defender, Atlanta Judicial Circuit  
[www.fultoncountyga.gov](http://www.fultoncountyga.gov)  
City of Atlanta Online  
[www.atlantaga.gov](http://www.atlantaga.gov)

#### Austin, Texas

Travis County District Attorney's Office  
[www.traviscountyda.com](http://www.traviscountyda.com)  
Travis County Juvenile Public Defender  
[www.co.travis.tx.us/juvenile\\_public\\_defender/default.asp](http://www.co.travis.tx.us/juvenile_public_defender/default.asp)  
Travis County Mental Health Public Defender Office  
[www.courts.state.tx.us/tfid/travismhpd.htm](http://www.courts.state.tx.us/tfid/travismhpd.htm)  
Travis County Attorney  
[www.co.travis.tx.us/county\\_attorney/default.asp](http://www.co.travis.tx.us/county_attorney/default.asp)  
City of Austin, Law Department  
<http://www.ci.austin.tx.us/help/orgcharttext.htm>  
Attorney General of Texas  
<http://www.oag.state.tx.us/>  
Texas General Land Office  
[www.glo.state.tx.us](http://www.glo.state.tx.us)  
Texas Department of Agriculture

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[www.agr.state.tx.us](http://www.agr.state.tx.us)

### **Boston, Massachusetts**

Suffolk County District Attorney's Office

[www.mass.gov/dasuffolk/docs/job\\_opps.html](http://www.mass.gov/dasuffolk/docs/job_opps.html)

Norfolk District Attorney's Office

[www.mass.gov/da/norfolk](http://www.mass.gov/da/norfolk)

Middlesex District Attorney's Office

[www.middlesexda.com](http://www.middlesexda.com)

Essex District Attorney's Office

<http://www.mass.gov/?pageID=deashomepage&L=1&L0=Home&sid=Deas>

Committee for Public Counsel Services - Public Defender Division

[www.publiccounsel.net](http://www.publiccounsel.net)

City of Boston Law Department

[www.cityofboston.gov/law](http://www.cityofboston.gov/law)

Federal Public Defender Office, Massachusetts

[www.bostondefender.org/index.html](http://www.bostondefender.org/index.html)

Office of the Attorney General Commonwealth of Massachusetts

[www.mass.gov/ago](http://www.mass.gov/ago)

Massachusetts Office of Dispute Resolution & Public Collaboration

[www.modr.umb.edu](http://www.modr.umb.edu)

City of Boston Official Website

[www.cityofboston.gov](http://www.cityofboston.gov)

### **Charlotte, North Carolina**

Mecklenburg County Public Defender's Office

<http://www.nccourts.org/County/Mecklenburg/Staff/Defender.asp>

City of Charlotte, City Attorney

[www.charmeck.org/departments/home.htm](http://www.charmeck.org/departments/home.htm)

District Attorney's Office, Mecklenburg County

<http://www.ncdistrictattorney.org/>

### **Chicago, Illinois**

Office of the Illinois Attorney General

[www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov)

Office of the Cook County Public Guardian

[www.publicguardian.org](http://www.publicguardian.org)

Public Defender, Law Office of the Cook County

[www.co.cook.il.us](http://www.co.cook.il.us)

City of Chicago, Department of Law

[www.cityofchicago.org/Law](http://www.cityofchicago.org/Law)

Cook County State's Attorney's Office

[www.statesattorney.org](http://www.statesattorney.org)

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### **Cleveland, Ohio**

Cuyahoga County Prosecutor's Office

[www.prosecutor.cuyahogacounty.us](http://www.prosecutor.cuyahogacounty.us)

Cuyahoga County Public Defender

[www.publicdefender.cuyahogacounty.us](http://www.publicdefender.cuyahogacounty.us)

City of Cleveland: Department of Law - Criminal Division

<http://www.city.cleveland.oh.us/portal/page/portal/CityofCleveland/Home/Government/CityAgencies/Law>

State of Ohio: Attorney General

[www.ag.state.oh.us/contact/regional.asp](http://www.ag.state.oh.us/contact/regional.asp)

Office of the Federal Public Defender, Northern District of Ohio

[www.fpd-ohn.org](http://www.fpd-ohn.org)

### **Columbus, Ohio**

Franklin County Prosecuting Attorney

[http://www.franklincountyohio.gov/Prosecuting\\_Atorney/](http://www.franklincountyohio.gov/Prosecuting_Atorney/)

Franklin County Public Defender

<http://www.franklincountyohio.gov/fc/content/public-defender-employment.cfm>

Ohio Attorney General

<http://www.ohioattorneygeneral.gov/>

Ohio Secretary of State

<http://www.sos.state.oh.us/>

### **Cincinnati, Ohio**

Hamilton County Prosecutor

<http://www.hcpros.org/>

Hamilton County Public Defender

[http://www.hamiltoncountyohio.gov/pub\\_def/](http://www.hamiltoncountyohio.gov/pub_def/)

City of Cincinnati Law Department

<http://www.cincinnati-oh.gov/citylaw/pages/-6548-/>

### **Dallas, Texas**

Dallas County District Attorney's Office

[www.dallasda.com](http://www.dallasda.com)

Dallas County Public Defender

[www.dallascounty.org/department/pubdefender/pd\\_index.html](http://www.dallascounty.org/department/pubdefender/pd_index.html)

Dallas City Attorney's Office

[www.dallascityattorney.com](http://www.dallascityattorney.com)

Dallas City Hall

[www.dallascityhall.com](http://www.dallascityhall.com)

### **Denver, Colorado**

Colorado State Public Defender, Denver Office

<http://pdweb.coloradodefenders.us/>

The Denver District Attorney's Office

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<http://www.denverda.org>

Denver City Attorney's Office

[http://www.denvergov.org/City\\_Attorney](http://www.denvergov.org/City_Attorney)

### **Detroit, Michigan**

Wayne County Prosecutor's Office

<http://www.waynecounty.com/prosecutor/index.htm>

Criminal Defense Resource Center

<http://www.sado.org/>

Wayne County Corporation Counsel (equivalent to County Attorney)

<http://www.waynecounty.com/cc.htm>

### **Houston, Texas**

City of Houston Legal Department

<http://www.houstontx.gov>

Harris County District Attorney's Office

<http://app.dao.hctx.net/>

Office of the Harris County Attorney

<http://www.hctx.net/coatty/>

### **Kansas City, Missouri**

Missouri State Public Defender

<http://www.publicdefender.mo.gov>

Missouri Attorney General's Office

<http://ago.mo.gov>

Jackson County Prosecuting Attorney

<http://www.jacksoncountyprosecutor.org/>

City Prosecutor's Office

<http://www.kcmo.org>

Kansas City Office of the City Attorney

[www.kcmo.org/law](http://www.kcmo.org/law)

### **Los Angeles, California**

Los Angeles County District Attorney's Office

<http://da.co.la.ca.us>

Los Angeles County Public Defender's Office

<http://pd.co.la.ca.us/employment.html>

Los Angeles City Attorney's Office

<http://atty.lacity.org/index.htm>

Office of the Attorney General, State of California Department of Justice

<http://ag.ca.gov/careers>

Los Angeles Official Website

[www.lacity.org](http://www.lacity.org)

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### **Minneapolis/St. Paul, Minnesota**

Hennepin County's Attorney's Office

[www.hennepinattorney.org](http://www.hennepinattorney.org)

Ramsey County Attorney's Office

[www.co.ramsey.mn.us/Attorney/index.htm](http://www.co.ramsey.mn.us/Attorney/index.htm)

State of Minnesota Board of Public Defense (Minneapolis)

[www.pubdef.state.mn.us](http://www.pubdef.state.mn.us)

Hennepin County Public Defender

[www.hennepin.mn.us](http://www.hennepin.mn.us)

Minnesota's Attorney General's Office

[www.ag.state.mn.us](http://www.ag.state.mn.us)

The St. Paul City Attorney's Office

<http://www.stpaul.gov/index.aspx?NID=67>

The Minneapolis City Attorney's Office

<http://www.ci.minneapolis.mn.us/attorney/>

### **Nashville, Tennessee**

Office of the District Attorney

<http://da.nashville.gov/portal/page/portal/da/home/>

Public Defender

<http://publicdefender.nashville.gov/portal/page/portal/publicdefender/home/>

Metropolitan Government of Nashville & Davidson County Department of Law

<http://www.nashville.gov/law/>

Office of the Attorney General and Reporter

<http://www.tn.gov/attorneygeneral/>

### **New Orleans, Louisiana**

Orleans Parish District Attorney's Office

[www.cityofno.com](http://www.cityofno.com)

New Orleans Legal Assistance Corporation

[www.nolac.org](http://www.nolac.org)

Louisiana Capital Assistance Center

[www.thejusticecenter.org/](http://www.thejusticecenter.org/)

The Capital Appeals Project

[www.thejusticecenter.org/cap/cap.html](http://www.thejusticecenter.org/cap/cap.html)

The Capital Post-Conviction Project of Louisiana

<http://lpdb.la.gov/Serving%20The%20Public/Programs/Capital%20Post%20Conviction%20Project%20of%20Louisiana.php>

### **New York, New York**

New York Attorney General's Office

[www.oag.state.ny.us/employment/career.html](http://www.oag.state.ny.us/employment/career.html)

New York City Law Department

<http://www.nyc.gov/html/law/html/careers/careers.shtml>

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New York County District Attorney's Office

[www.manhattanda.org](http://www.manhattanda.org)

Bronx County District Attorney's Office

<http://www.bronxda.net>

Queens District Attorney's Office

[www.queensda.org](http://www.queensda.org)

Kings County District Attorney's Office

[www.brooklynda.org](http://www.brooklynda.org)

Brooklyn Defender Services

[www.bds.org/aboutus/CareerOpportunities.aspx](http://www.bds.org/aboutus/CareerOpportunities.aspx)

The Bronx Defenders

[www.bronxdefenders.org](http://www.bronxdefenders.org)

NAACP Legal Defense and Educational Fund Inc.

[www.naacpldf.org/content.aspx?article=1089](http://www.naacpldf.org/content.aspx?article=1089)

Legal Aid Society of New York

[www.legal-aid.org/](http://www.legal-aid.org/)

Legal Services NYC

[www.legalservicesnyc.org](http://www.legalservicesnyc.org)

Center for Appellate Litigation

[www.appellate-litigation.org](http://www.appellate-litigation.org)

New York City Official Website

[www.nyc.gov/portal/site/nycgov](http://www.nyc.gov/portal/site/nycgov)

New York State Public Defense Organizations Listed by County -

[www.nclas.org/NYPubDef.htm](http://www.nclas.org/NYPubDef.htm)

### **Newark, New Jersey**

Essex County Prosecutor's Office

<http://www.njecpo.org>

New Jersey Office of the Public Defender

<http://www.state.nj.us/defender/employment.shtml>

Office of the Attorney General: Division of Criminal Justice

<http://www.nj.gov/oag/dcj/>

Office of the Attorney General: New Jersey Division of Law

<http://www.nj.gov/oag/dcj/>

### **Orange County, California**

Orange County Government Office: County Executive Office

<http://egov.ocgov.com/portal/site/ocgov/>

Office of the Public Defender

<http://www.pubdef.ocgov.com/>

Alternate Defender

Phone: (714) 568-4160

Offices of the District Attorney for Orange County

<http://orangecountyda.com/home/index.asp>

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### **Philadelphia, Pennsylvania**

City of Philadelphia Law Department

<http://www.phila.gov/law>

City of Philadelphia District Attorney's Office

<http://www.phila.gov/districtattorney>

Pennsylvania Office of Attorney General

<http://www.attorneygeneral.gov/>

The Federal Community Defender of the Eastern District of Pennsylvania

[www.paefd.org](http://www.paefd.org)

The Defender Association of Philadelphia

<http://www.phila.gov/defender/>

### **Phoenix, Arizona**

Maricopa County: Office of the Legal Defender

<http://www.maricopa.gov/legaldef/>

Maricopa County Attorney's Office

[www.maricopacountyattorney.org](http://www.maricopacountyattorney.org)

City of Phoenix Law Department

[www.phoenix.gov/law](http://www.phoenix.gov/law)

Maricopa County Public Defender's Office

[www.pubdef.maricopa.gov](http://www.pubdef.maricopa.gov)

Office of the Attorney General

[www.azag.gov/contact.html](http://www.azag.gov/contact.html)

Federal Public Defender: District of Arizona

Phone: (602) 382-2700 Fax: (602) 382-2800 Toll Free: (800) 758-7053

### **Pittsburgh, Pennsylvania**

City of Pittsburgh Law Department

<http://www.city.pittsburgh.pa.us/law/>

Allegheny County District Attorney

<http://www.da.allegheny.pa.us/>

Allegheny County Public Defender

<http://www.alleghenycounty.us/opd/index.aspx>

### **Portland, Oregon**

Office of Multnomah County Attorney

[www.co.multnomah.or.us/counsel/index.shtml](http://www.co.multnomah.or.us/counsel/index.shtml)

City Attorney's Office

[www.portlandonline.com/attorney/index.cfm?c=28924](http://www.portlandonline.com/attorney/index.cfm?c=28924)

Federal Public Defender, District of Oregon

<http://or.fd.org>

Metropolitan Public Defender

[www.mpdlaw.com](http://www.mpdlaw.com)

Multnomah County District Attorney's Office

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[www.co.multnomah.or.us](http://www.co.multnomah.or.us)

### **Raleigh, North Carolina**

North Carolina Department of Juvenile Justice and Delinquency Prevention

[www.ncdjdp.org/employment](http://www.ncdjdp.org/employment)

North Carolina Department of Justice

<http://www.ncdoj.com>

North Carolina Youth Advocacy & Involvement Office

[www.doa.state.nc.us/yaio](http://www.doa.state.nc.us/yaio)

Wake County District Attorney

<http://web.co.wake.nc.us/districtattorney>

### **Richmond, Virginia**

Assistant City Attorney

<http://agency.governmentjobs.com/richmond/>

Office of the Attorney General

[www.oag.state.va.us](http://www.oag.state.va.us)

### **San Diego, California**

County of San Diego District Attorney

<http://www.sdcda.org>

San Diego City's Attorney Office

<http://www.sandiego.gov/cityattorney/>

County of San Diego: Public Defender

[http://www.sdcounty.ca.gov/public\\_defender/employment.html](http://www.sdcounty.ca.gov/public_defender/employment.html)

### **San Francisco, California**

San Francisco Public Defender

<http://sfpublicdefender.org/careers>

San Francisco District Attorney's Office

[www.sfdistrictattorney.org/](http://www.sfdistrictattorney.org/)

Office of the City Attorney

[www.sfgov.org/site/cityattorney](http://www.sfgov.org/site/cityattorney)

### **Seattle, Washington**

The Defender Association

<http://www.defender.org/>

Washington State Attorney General's Office

<http://www.atg.wa.gov/>

King County Prosecuting Attorney

<http://www.kingcounty.gov/Prosecutor.aspx>

Seattle City Attorney

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[www.seattle.gov/law/](http://www.seattle.gov/law/)  
Seattle City Attorney's Office  
<http://www.seattle.gov/law/jobs/>

### Washington D.C.

Public Defender Service for the District of Columbia  
<http://www.pdsdc.org/>  
Attorney General for the District of Columbia  
<http://www.oag.dc.gov>  
Washington D.C. Official Website  
[www.dc.gov](http://www.dc.gov)

### THE JUDICIARY

Oscar – Online System for Clerkship Application and Review- <https://oscar.uscourts.gov/>  
Judicial Clerkships - [www.judicialclerkships.com](http://www.judicialclerkships.com)  
United States Committee on the Judiciary – <http://judiciary.senate.gov>  
United States Courts - [www.uscourts.gov/courtlinks](http://www.uscourts.gov/courtlinks)  
Federal Judicial Center – [www.fjc.gov](http://www.fjc.gov)  
Biographical Directory of Federal Judges – <http://www.fjc.gov/public/home.nsf/hisi>  
The Vermont Guide to State Judicial Clerkships -  
[http://www.vermontlaw.edu/Resources/Judicial\\_Clerkship\\_and\\_Internship\\_Resources.htm](http://www.vermontlaw.edu/Resources/Judicial_Clerkship_and_Internship_Resources.htm)

- Password required – please contact CPPO.

### PUBLIC INTEREST

The Public Service Law Network - [www.pslawnet.org](http://www.pslawnet.org)  
Equal Justice Works - [www.equaljusticeworks.org](http://www.equaljusticeworks.org)  
Community Career Center - [www.nonprofitjobs.org](http://www.nonprofitjobs.org)  
Just Advocates - [www.just-advocates.com/](http://www.just-advocates.com/)  
Sergeant Shriver National Center on Poverty Law - [www.povertylaw.org](http://www.povertylaw.org)  
National Legal Aid and Defender Association - [www.nlada.org](http://www.nlada.org)  
National Fair Housing Advocate Online - [www.fairhousing.com](http://www.fairhousing.com)  
Open Society Institute – [www.soros.org](http://www.soros.org)  
Public Interest Clearinghouse - <http://www.one-justice.org/>

### INTERNATIONAL

American Society of International Law - [www.asil.org](http://www.asil.org)  
Amnesty International – [www.amnesty.org](http://www.amnesty.org)  
Employment Website of the United Nations – [www.jobs.un.org](http://www.jobs.un.org)  
International Center for Commercial Law – [www.icclaw.com](http://www.icclaw.com)  
International Committee for the Red Cross – [www.icrc.org](http://www.icrc.org)  
International Finance Corporation – [www.ifc.org](http://www.ifc.org)  
International Jobs - [www.overseasjobs.com](http://www.overseasjobs.com)  
International Law Students Association - [www.ilsa.org](http://www.ilsa.org)  
Law Society of England and Wales - [www.lawsoc.org.uk](http://www.lawsoc.org.uk)  
OneWorld - <http://us.oneworld.net/>

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United Nations - [www.unsystem.org](http://www.unsystem.org)

The World Bank – [www.worldbank.com](http://www.worldbank.com)

World Intellectual Property Organization – [www.wipo.org](http://www.wipo.org)

World Trade Organization – [www.wto.org](http://www.wto.org)

### **NATIONAL, STATE AND LOCAL BAR ASSOCIATIONS**

\*Remember, Bar Associations may list job openings on their websites and also provide various networking opportunities throughout the year.

#### **NATIONAL BAR ASSOCIATIONS**

American Bar Association - [www.abanet.org](http://www.abanet.org)

ABA Career Counsel - [www.abanet.org/careercounsel/](http://www.abanet.org/careercounsel/)

ABA Commission on Racial and Ethnic Diversity in the Profession - [www.abanet.org/minorities/home.html](http://www.abanet.org/minorities/home.html)

American Society of International Law - [www.asil.org](http://www.asil.org)

Association of Federal Defense Attorneys - [www.afda.org](http://www.afda.org)

American Association for Justice (formerly Association of Trial Lawyers of America) - [www.atlanet.org](http://www.atlanet.org)

Federal Bar Association – [www.fedbar.org](http://www.fedbar.org)

Federal Circuit Bar Association - <http://www.fedcirbar.org/>

Hispanic National Bar Association - [www.hnba.com](http://www.hnba.com)

Inter-American Bar Association - [www.iaba.org](http://www.iaba.org)

National Asian Pacific American Bar Association - [www.napaba.org](http://www.napaba.org)

National Bar Association - [www.nationalbar.org](http://www.nationalbar.org)

#### **STATE AND LOCAL BAR ASSOCIATIONS**

Akron Bar Association – [www.akronbar.org](http://www.akronbar.org)

Alabama State Bar - [www.alabar.org](http://www.alabar.org)

Alaska Bar Association - [www.alaskabar.org](http://www.alaskabar.org)

State Bar of Arizona - [www.azbar.org](http://www.azbar.org)

Arkansas Bar Association - [www.arkbar.com](http://www.arkbar.com)

Boston Bar Association - [www.bostonbar.org](http://www.bostonbar.org)

State Bar of California - [www.calbar.org](http://www.calbar.org)

Chattanooga Bar Association - [www.chattbar.org](http://www.chattbar.org)

Chicago Bar Association - [www.chicagobar.org](http://www.chicagobar.org)

Cleveland Metropolitan Bar Association - [www.clevelandbar.org](http://www.clevelandbar.org)

Colorado Bar Association - [www.cobar.org](http://www.cobar.org)

Columbus Bar Association - [www.cbalaw.org](http://www.cbalaw.org)

Connecticut Bar Association - [www.ctbar.org](http://www.ctbar.org)

Delaware State Bar Association - [www.dsba.org](http://www.dsba.org)

District of Columbia Bar Association - [www.dcbar.org](http://www.dcbar.org)

Florida Bar - [www.floridabar.org](http://www.floridabar.org)

State Bar of Georgia - [www.gabar.org](http://www.gabar.org)

Hawaii State Bar Association - [www.hsba.org](http://www.hsba.org)

Idaho State Bar - [www.state.id.us/isb](http://www.state.id.us/isb)

Illinois State Bar Association - [www.illinoisbar.org](http://www.illinoisbar.org)

Indiana State Bar Association - [www.inbar.org](http://www.inbar.org)

Iowa State Bar Association - [www.iowabar.org](http://www.iowabar.org)

Kansas Bar Association - [www.ksbar.org](http://www.ksbar.org)

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Kentucky Bar Association - [www.kybar.org](http://www.kybar.org)  
Los Angeles County Bar Association - [www.lacba.org](http://www.lacba.org)  
Louisiana State Bar Association - [www.lsba.org](http://www.lsba.org)  
Maine State Bar Association - [www.mainebar.org](http://www.mainebar.org)  
Maryland State Bar Association - [www.msba.org](http://www.msba.org)  
Massachusetts Bar Association - [www.massbar.org](http://www.massbar.org)  
State Bar of Michigan - [www.michbar.org](http://www.michbar.org)  
Minnesota State Bar Association - [www.mnbar.org](http://www.mnbar.org)  
Mississippi Bar - [www.msbar.org](http://www.msbar.org)  
Missouri Bar - [www.mobar.org](http://www.mobar.org)  
State Bar of Montana - [www.montanabar.org](http://www.montanabar.org)  
Nashville Bar Association - [www.nashbar.org](http://www.nashbar.org)  
Nebraska State Bar Association - [www.nebar.com](http://www.nebar.com)  
State Bar of Nevada - [www.nvbar.org](http://www.nvbar.org)  
Nevada Trial Lawyers Association - [www.ntla.org](http://www.ntla.org)  
New Hampshire Bar Association - [www.nhbar.org](http://www.nhbar.org)  
New Jersey State Bar Foundation - [www.njsbf.com](http://www.njsbf.com)  
State Bar of New Mexico – [www.nmbar.org](http://www.nmbar.org)  
New York State Bar Association - [www.nysba.org](http://www.nysba.org)  
New York State Trial Lawyers Association - [www.nystla.org](http://www.nystla.org)  
North Carolina Bar Association - [www.ncbar.org](http://www.ncbar.org)  
State Bar Association of North Dakota - [www.sband.org](http://www.sband.org)  
Ohio State Bar Association - [www.ohiobar.org](http://www.ohiobar.org)  
Oklahoma Bar Association - [www.okbar.org](http://www.okbar.org)  
Orange County Bar Association - [www.ocbar.org](http://www.ocbar.org)  
Oregon State Bar - [www.osbar.org](http://www.osbar.org)  
Pennsylvania Bar Institute - [www.pbi.org](http://www.pbi.org)  
Philadelphia Bar Association - [www.philabar.org](http://www.philabar.org)  
Rhode Island Bar Association - [www.ribar.com](http://www.ribar.com)  
San Diego County Bar Association - [www.sdcbba.org](http://www.sdcbba.org)  
Bar Association of San Francisco - [www.sfbar.org](http://www.sfbar.org)  
South Carolina Bar - [www.scbbar.org](http://www.scbbar.org)  
State Bar of South Dakota - [www.sdbar.org](http://www.sdbar.org)  
Bar Association of Metropolitan St. Louis - [www.bamsl.org](http://www.bamsl.org)  
Tennessee Bar Association - [www.tba.org](http://www.tba.org)  
State Bar of Texas - [www.texasadr.org](http://www.texasadr.org)  
Tulsa County Bar Association - [www.tulsabar.com](http://www.tulsabar.com)  
Utah State Bar - [www.utahbar.org](http://www.utahbar.org)  
Vermont Bar Association - [www.vtbar.org](http://www.vtbar.org)  
Virginia State Bar - [www.vsb.org](http://www.vsb.org)  
Washington State Bar Association - [www.wsba.org](http://www.wsba.org)  
West Virginia State Bar - [www.wvbar.org](http://www.wvbar.org)  
State Bar of Wisconsin - [www.wisbar.org](http://www.wisbar.org)  
Wyoming State Bar - [www.wyomingbar.org](http://www.wyomingbar.org)