



Student Services Weekly Newsletter

Offices of Career Services, Student Services and Academic Affairs
Tuesday, August 30, 2011

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U.S. Securities and Exchange Commission (SEC) 2012 2L Summer Honors Program

The application process for the 2012 SEC Summer Honors Program has opened. Candidates are encouraged to apply via the link below. Any questions regarding the application process should be directed to students@sec.gov.

Washington, DC Headquarters:

<http://sec.futurestep.com/Opportunities/VH886>

Regional Offices:

Atlanta Regional Office:

<http://sec.futurestep.com/Opportunities/HU912>

Boston Regional Office:

<http://sec.futurestep.com/Opportunities/UC372>

Chicago Regional Office:

<http://sec.futurestep.com/Opportunities/PF579>

Denver Regional Office:

<http://sec.futurestep.com/Opportunities/YF532>

Fort Worth Regional Office:

<http://sec.futurestep.com/Opportunities/AP581>

Los Angeles Regional Office:

<http://sec.futurestep.com/Opportunities/EJ965>

Miami Regional Office:

<http://sec.futurestep.com/Opportunities/KQ965>

New York Regional Office:

<http://sec.futurestep.com/Opportunities/NM761>

Philadelphia Regional Office:

<http://sec.futurestep.com/Opportunities/TC143>

San Francisco Regional Office:

<http://sec.futurestep.com/Opportunities/IM133>

Salt Lake Regional Office:

<http://sec.futurestep.com/Opportunities/YI582>

The SEC will begin reviewing applications and hiring on a rolling basis beginning September 16, 2011. They expect to evaluate applications at two-week intervals after that point. The posting will officially close on October 14, 2011. For student opportunities, click here http://www.sec.gov/jobs/jobs_students.shtml.

3Ls: FDIC Honors Program

The FDIC is now accepting applications through September 30, 2011 for its Honors Attorney Program. Honors Attorneys are assigned to a wide variety of projects throughout the Legal Division that provide extensive legal experience as well as a substantial amount of individual responsibility. For more information on this excellent opportunity, please refer to the posting on Symplicity.

3Ls: FCC Honors Program

The FCC has announced entry-level attorney positions for its 2012 Attorney Honors Program. The FCC is seeking applications from graduating law students with superior academic credentials and an interest in communications law. The application deadline for the fall 2012 class is September 23, 2011. The FCC Attorney Honors Program introduces law school graduates to the field of communications and the work of the FCC. Honors Program attorneys will participate in federal administrative practice as it relates to the FCC's oversight of television, radio, cable, wireless, wireline, satellite, and other communications services and facilities, and will benefit from special training and career-development opportunities. For more information on these excellent opportunities, please refer to the posting on Symplicity.

2Ls and 3Ls: Opportunities at the United States Department of Justice

Rising 3Ls who are interested in the U.S. DOJ's Honors Program (which is the DOJ's only entry-level attorney hiring program), and rising 2Ls who would like to be considered for the U.S. DOJ's Summer Law Intern Program, should be sure to visit the U.S. DOJ's website (www.usdoj.gov) – click on “Careers” at the top and then scroll down, and you will find information about the Summer Law Intern Program for 2Ls, and the Attorney General's Honors Program for Entry-Level Attorneys. **You MUST apply by the September 6 deadline in order to be considered.**

3Ls: Upcoming Deadlines for Government Programs

The following government programs have 3L deadlines coming up in the next few weeks. Details of these programs are provided in the 2011-12 Government Honors & Internship Handbook, located at <https://www.law.arizona.edu/career/honorshandbook.cfm>.

- Department of State – Office of the Legal Advisor (Civil) 3-Year New Attorney Program (Paid, Deadline 09/01/11)
- Department of Justice – Attorney General’s Honors Program (Paid, Deadline 09/06/11)
- Department of the Interior – Office of the Solicitor 2012 Honors Attorney Program (Paid, Deadline 09/09/11)
- Department of Transportation – Office of the General Counsel 2012 Honors Attorney Program (Paid, Deadline 09/09/11)
- Washington Attorney General – Preferred Pool Status in Attorney Hiring (Paid, Deadline 09/09/11)
- Federal Trade Commission – Bureau of Competition Entry Level Attorney Program (Paid, Deadline 09/15/11)
- Comptroller of the Currency – Law Department Chief Counsel’s Employment Program (Paid, Deadline 09/16/11)
- Massachusetts Office of the Attorney General – Fellowship Program (Paid, Deadline 09/16/11)
- Environmental Protection Agency - Office of General Counsel Honors Fellowship Program (Paid, Deadline 09/23/11)
- Federal Communications Commission - Office of General Counsel 2012 Attorney honors Program (Paid, Deadline 09/23/11)
- Federal Deposit Insurance Corporation - 2012 Legal Division Honors Program (Paid, Deadline 09/30/11)
- Nuclear Regulatory Commission - Atomic Safety & Licensing Board Panel Judicial law Clerk Program (Paid, Deadline 09/30/11)
- Department of Justice – Summer Law Intern Program (3Ls entering JLC or LLM) (Paid, Deadline 09/06/11)

2Ls: Upcoming Deadlines for Government Programs

The following government programs have 2L deadlines coming up in the next few weeks. Details of these programs are provided in the 2011-12 Government Honors & Internship Handbook, located at <https://www.law.arizona.edu/career/honorshandbook.cfm>.

- Environmental Protection Agency – Office of General Counsel Summer Honors Program (Paid, Deadline 08/26/11)
- Government Accountability Office – Office of General Counsel Summer Associate Program (Paid, Deadline 09/01/11)
- Department of Justice – Summer Law Intern Program (Paid, Deadline 09/06/11)
- Central Intelligence Agency – Office of General Counsel Summer Law Clerk Program (Paid, Deadline 09/15/11)
- Environmental Protection Agency – R7 Kansas City, Summer Legal Intern Program (Paid, Deadline 09/15/11)
- Federal Trade Commission – Bureau of Competition Summer Intern Program (Paid & Unpaid, Deadline 09/15/11)

- Department of Health & Human Services – Office of Counsel to the Inspector General 2012 Summer Law Clerk Positions (Paid, Deadline 09/16/11)
- Ohio Attorney General's Office - Summer Law Clerk Program (Paid, Deadline 09/23/11)
- Federal Reserve Board - Summer Law Clerk Program (Paid, Deadline 09/30/11)
- Department of State – Office of the Legal Advisor (Civil) Summer Intern Program (Paid, Deadline 09/01/11)

Programs with “Rolling Deadlines” review applications and fill positions on an ongoing basis, so apply early for these programs.

Part-time Law Clerk for Fall Semester Wanted

Freedom from Religion Foundation in Madison is looking for a part-time law clerk for the fall semester to assist its Legal Department with a First Amendment caseload. The intern will research and analyze case law concerning the Establishment Clause (state/church separation). The position is paid and could be extended through the spring semester. For more information on this position, please refer to the Symplicity job posting.

Rising 2Ls and 3Ls: Phase Four Bidding for Fall OCI Interviews

Bidding for interviews with Phase Four employers (i.e., those employers coming to interview students September 12 through 16) **ends at 11 p.m. CDT on Wednesday, August 31st**. Phase Four employers are Perkins Coie (2Ls); Army Corps of Engineers (3Ls); Lindner & Marsack (2Ls); Simpson & Deardorff (2Ls and 3Ls); Kinney & Lange (2Ls and 3Ls; an IP firm); and O'Neill Cannon (2Ls). Everything you need to know about fall on-campus interviewing is on the Career Services portion of the law school website at <http://www.law.wisc.edu/career/introductiontofalloci.html>.

OCI Phases Five, Six and Seven – NEW – Additional Employers

Because several additional employers have recently registered to participate in our fall on-campus interviewing program, and because the dates of their visits are pretty widely dispersed (until as late as November 2), we have divided what used to be termed "Phase Five" into three phases: Phases Five, Six and Seven. Set forth below are the names of the employers coming to interview students here at the Law School in the various upcoming phases, and the

new bidding deadlines that have been established for those phases. If you have already bid for any of these employers, you do not need to re-bid; but if you entered your bids before some of these employers decided to interview here, you may want to go back into Symplicity and add bids for some of them:

Phase Five -- bidding deadline is Wednesday, September 7 at 11 p.m. CDT

- Borgelt, Powell (Milwaukee) on Sept. 19 - 2Ls only
- Deloitte (Milwaukee) on Sept. 19 - 3Ls only
- Hawks Quindel (a Madison plaintiff's side labor and employment law firm), interviewing 2Ls on Sept. 21
- Liebmann, Conway (Green Bay) on Sept. 23 - 2Ls only

Phase Six -- bidding deadline is Wednesday Sept. 14 at 11 p.m. CDT

- U. S. Securities & Exchange Commission (Chicago) on Sept. 26 -- 3Ls only
- John Deere & Co. interviewing 3Ls for a permanent position in the company's labor relations department in Moline IL, on Sept. 26
- Bell, Moore & Richter (Madison) on Sept. 27 -- 2Ls only
- Nowlan & Mouat (Janesville) on Sept. 28 - 2Ls only
- Integrys Business Support in-house counsel's office (Green Bay) on Sept. 30 - 2Ls only
- U.S. Army JAG Corps (Worldwide) on Sept. 29 and 30 - 2Ls and 3Ls

Phase Seven -- bidding deadline is Wednesday Sept. 21 at 11 p.m. CDT

- Cook County State's Attorney (Chicago) on October 3 - 3Ls only
- SmithAmundsen (Chicago) on October 7 -- 2Ls only
- Ford Motor Company Office of the General Counsel (Dearborn, MI) on October 14 -- 2Ls only
- Ruder Ware (Wausau and Eau Claire) on November 2 - 2Ls and 3Ls

To indicate an interest in interviewing with any of these employers, you must log on to Symplicity, go to the OCI section, select the appropriate Phase from the "Sessions" drop-down menu, create and upload the documents (cover letter, unofficial transcript, etc.) that the employers are requesting, and click on the "Apply" button. Everything you need to know about how fall on-campus interviewing works is on the Career Services website at <http://www.law.wisc.edu/career/introductiontofalloci.html>.

Attention 3Ls – Army Corps

The U.S. Army Corps of Engineers is interviewing at the law school on Monday, September 12 (Phase Four). Please take a close look at the agency, particularly if you

are interested in public service, environmental law, and/or working overseas. **Despite the name of the agency, these are NOT military positions!** The Corps has hired eight UW law graduates since beginning its Honors Program in 2002. This is a great opportunity to work for a Federal agency that offers a wide variety of practice areas and experiences, so please consider bidding on the Corps for an interview. For more information on the Honors Program and the Corps, go to: <http://usace.army.mil/CECC/Pages/HonorsProgram.aspx>.

2L and 3Ls: First Round Interview and Callback Information from OCI and Off-Campus Interview Programs

The Career Services Office is frequently asked about the status of callback interviews from off-campus interview programs and from OCI interviews. In addition, we also get asked how many students receive interviews or callbacks from all the off-campus programs. In order for us to provide an accurate response, we need the information from students who bid for or interviewed in these programs. Please send an email to Niles Patel (nileshpatel@wisc.edu) with the following:

- Employer & interview program
- Did you receive an initial interview?
- Did you receive a callback?
- How were you contacted for the callback (email, telephone, etc.)?

Please note that student names are not provided. You can see last year's list which was available to students here: http://law.wisc.edu/career/restricted/fall_2010_callbacks_and_offers.docx.

2Ls: Dinsmore & Shohl Diversity Scholarship - Deadline September 15, 2011

Dinsmore & Shohl LLP, based in Cincinnati, OH, offers a diversity scholarship for 2Ls. In addition to working as a salaried Summer Associate in one of Dinsmore's offices, recipients will receive a scholarship of between \$5,000 and \$10,000. The firm is seeking applicants who have a strong record of academic or professional achievement, demonstrated leadership qualities, and a meaningful commitment to diversity. Second-year students may apply between July 25, 2011 and September 15, 2011.

For more information, visit: <http://www.dinsmorecareers.com/Diversity/DiversityScholarshipProgram.aspx>.

2Ls: Sidley & Austin Diversity Scholarship - Deadline September 30, 2011

Sidley & Austin offers a Diversity and Inclusion Scholarship Initiative for second year law students. Sidley will grant a \$15,000 Sidley Diversity and Inclusion Scholarship to a limited number of deserving second year law students who join Sidley's summer program. Applicants must have a demonstrated ability to contribute meaningfully to the diversity of the law school, the firm and the legal profession and be a second year law student; preference is given to students at schools where Sidley conducts on-campus interviews (OCI) or participates in resume collections and who have demonstrated academic achievement and leadership qualities.

For more information, visit:

<http://www.sidley.com/careers/northamerica/about/diversityscholars/>.

2Ls and 3Ls: Equal Justice Works Conference and Career Fair

The 2011 Conference and Career Fair is October 21 and 22 at the Washington Marriott Wardman Park in Washington, D.C. Student registration is open from August 16-September 12, 2011 at 5 p.m. EDT. For more information, please go to <http://www.equaljusticeworks.org/law-school/conference-and-careerfair/students>.

3Ls: Presidential Management Fellows Program (PMF)

As stated on the website, PMF is a flagship leadership development program at the entry level for advanced degree candidates. It was created more than three decades ago by Executive Order and has gone through many changes over the years. The Program attracts and selects the best candidates possible, but is really designed with a more narrow focus - developing a cadre of potential government leaders.

If selected as a Fellow, you receive a two-year appointment to a federal agency. The PMF Program Office is projecting the launch date of the 2012 PMF application to start in September 2011. They are in the process of finalizing deadlines and updating the web content. Please watch your emails for information about this program and deadlines.

3Ls: Equal Justice Works and Skadden Fellowships

If you are planning to apply to either of these and need assistance, please contact Trisha Fillbach at tfillbach@wisc.edu ASAP. The deadline for the EJW Fellowship is September 14, 2011 and Skadden is due on October 3, 2011. If you would like to discuss the application process further, please let Trisha know.

Interested in Learning More about Public Interest Opportunities?

If so, please send Trisha Fillbach at tfillbach@wisc.edu your email address to be added to the Law School's public interest email listserv. Through the listserv, you will receive announcements about public interest activities and programs, as well as job and fellowship opportunities.

Deadline for Foreign Service Officer Test

Deadlines for the October 2011 Foreign Service Officer Test are now available on the careers.state.gov website. Click here (<http://careers.state.gov/officer/selection-process#step3>) for dates, deadlines and location information. Please note that the list of overseas posts offering the test will be available the second half of August 2011.

Creating Unofficial Transcripts

Many employers ask students to provide an "electronic" version of the student's transcript. The way to do that is to create a Word document that contains a list of your courses and grades. You can find a template for such a document on the Career Services website -- go to <http://law.wisc.edu/career/> and then click on the "Transcripts" link under the heading "Job Search Tools."

Getting Rid of Metadata/Tracked Changes

Microsoft Word has a very useful feature called "track changes" that allows multiple users of a document to make changes and allows subsequent users to see what changes were made. The program also allows comments to be made in the margins as a way of explaining a change or to make a suggestion. The Career Services Office uses the track changes and comments features to show students what changes were made to their materials.

If students fail to remove the comments and tracked changes, employers to whom resumes and cover letters are sent can view all of these notes. Therefore, it is vital to make sure you know how to successfully remove these comments and corrections. For a detailed outline of how to remove “tracked changes” and comments, please visit the Career Services office and pick up a copy of the document titled *Clearing Comments and Changes in Cover Letters & Resumes*.

Summary of News Articles about the Legal Hiring Market

Each week, the Executive Director of the National Association for Law Placement generates a list of links to recent newspaper, magazine and blog articles about the legal hiring market and about how various sectors of the legal profession are faring. Many of these articles would be of interest to law students and would help you gauge which practice areas are the busiest, which regions of the country are bouncing back from the recession most quickly, what changes are occurring in employers' interviewing and hiring strategies, etc. You can view these articles at <http://www.nalp.org/newsdigest>.

CSO Facebook Page

The Career Services Office now has a Facebook page where students can receive updates in their Facebook newsfeed about jobs, upcoming deadlines and events and legal industry news. Visit [this link](#) and click on the "Like" button to start receiving updates.