



## Student Services Weekly Newsletter

Offices of Career Services, Student Services and Academic Affairs

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## **2Ls and 3Ls: U.S. EPA Summer Honors Law Clerk and Honors Fellowship Program**

The Office of General Counsel (OGC) is the chief legal advisor to the U.S. Environmental Protection Agency. OGC attorneys provide counsel to EPA policy makers on legal issues associated with implementing environmental laws, as well as the laws governing the day-to-day operations of a federal agency.

OGC operates a highly competitive, 12-week Summer Honors Program for law clerks who have completed their second year of law school. OGC seeks law clerks with strong academic credentials who have a demonstrated interest in environmental, administrative, government operations, civil rights, or public interest law. All are encouraged to apply.

These positions are paid, and law clerks can expect to gain experience researching and writing about administrative, environmental, and general law issues. Law clerks are also assigned mentors and have opportunities to participate in client meetings, attend field trips, and improve professional skills. For more information, please visit: <http://www.epa.gov/ogc/summerhonors.htm>.

The Fellowship Program is a competitive two-year fellowship starting in September 2012 that is designed for highly qualified applicants with outstanding academic records who are about to graduate from law school. Information about the fellowship program can be found at <http://www.epa.gov/ogc/fellowship.htm>.

The application deadlines are August 26, 2011, for the Summer Honors Law Clerk Program and September 23, 2011, for the Honors Fellowship program. In addition to the EPA website, more information about both opportunities can be found on Symplicity.

## **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: New Jersey Clerkships**

The New Jersey Judiciary is hiring law clerks. Supreme Court clerk positions are available, as are appellate division, trial court and tax court clerk positions. 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](http://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 can submit your online application as early as July 25, and you MUST apply by the September 6 deadline in order to be considered.

## **Rising 2Ls and 3Ls: Bidding for Fall OCI Interviews has Begun**

The fall recruiting season is, believe it or not, already underway. Rising 2Ls and 3Ls may now log on to the OCI section of our Symplicity site and bid for interviews with participating employers. If you are a rising 3L, you will see that unfortunately only a few employers are interviewing 3Ls – but there are a few, particularly in Phases 3 and 4.

The first bidding deadline, for “Phase 1” interviews, is 11 p.m. on Sunday August 7. You may bid for up to 15 Phase 1 employers; bidding in all other Phases is unlimited. There is no “competitive” advantage to bidding early, but if you do so, it means you don't have to worry about missing any deadlines due to technological failures or other issues. If you do enter your bids early, be sure to check back before the various bidding deadlines to make sure that no additional employers have registered since the date you entered your bids.

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>.

## **Resume Collections/Job Postings**

Many firms that do not send a recruiter to Madison to interview students on campus are nevertheless interested in hearing from our students, and therefore they register for “resume collections.” Many of those firms are asking for

resumes to be sent to them very early this year. We have added to the Job Bank all of these requests that we have received so far – most of them became viewable in the Job Bank on Symplicity either on July 1 or July 15.

## Mock Interview Opportunities

The first opportunity to sign up for mock interviews to prepare for fall off-campus and on-campus interviews is now available. Bryan Nowicki of Reinhart Boerner's Madison office, and Richard Heymann, former partner at Foley & Lardner's Madison office, have volunteered to conduct mock interviews to help students prepare for screening interviews with mid-size and large law firms. (We will arrange for additional mock interview opportunities for students primarily interested in small firms and/or government agencies or public interest organizations, and for additional lawyers to participate in the mock interviews, later this summer). These interview opportunities begin next week. Please call the front desk of the Career Services Office at 262-7856, to schedule one of the available times, or drop by our office to sign up on the sign-up sheet at the front desk.

## New Public Interest and Clerkship Advisor

The Career Services Office is pleased to announce that we have hired Trisha Fillbach to take Kristin Davis's place as our Judicial Clerkship and Public Interest Law Advisor. Trisha joined us on a 100%-time basis on July 1. Her email address is [tfillbach@wisc.edu](mailto:tfillbach@wisc.edu).

Trisha has been Director of Career Development at Drake University Law School in Des Moines since 2005, where she has been responsible for judicial clerkship advising, working with students interested in public service careers, and much more. She attended college at UW-Madison; after graduating from law school in Minneapolis, she clerked for a Minnesota state court judge, then practiced for two years at DeWitt Ross & Stevens here in Madison, and then entered the Career Services field at Pepperdine University School of Law in Malibu.

## 2Ls: Best & Flanagan August Open House

Best & Flanagan, in downtown Minneapolis, is taking a new approach to summer associate hiring and instead of participating in on-campus interviews, is inviting interested students to apply directly to the firm. For an early opportunity to meet members of the firm to discuss their practice and culture, the firm invites you to attend a recruiting reception open house at the firm on August 11, 2011, from 4:30-6:30 pm. You may submit your resume and cover letter at the reception, and members of the

recruiting committee will be available to answer your questions about the summer program. Please RSVP to Tara Miller, HR Assistant at [tmiller@bestlaw.com](mailto:tmiller@bestlaw.com).

## 2Ls and 3Ls: Register for the Northwest Minority Job Fair by July 22nd

The Northwest Minority Job Fair fosters access to employment opportunities for historically underrepresented persons in the practice of law and provides a networking forum for legal employers and minority law students. The Job Fair is open to all students and will be held on August 27, 2011 at the office of Lane Powell in Seattle, WA. For more information, visit: <http://www.nwmjf.org/faq/>.

## Save the Date - 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 opens 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> and watch for updates on the Public Interest listserv.

## JD Match Law Student Membership Free for a Limited Time

JD Match (JDMatch.com) is an online recruiting service and is offering a free introductory membership level. The way JD Match operates is by running a matching algorithm to match students and firms. Thus far, five law firms have registered with the online recruiting service, including WilmerHale, Wilson Sonsini, K&L Gates, Skadden and McKenna Long. Because the introductory membership level is free right now, consider signing up or looking into the process more.

## Landing a Federal Legal Job

The Career Service Library has added a new book to its collection, [Landing a Federal Legal Job](#). For those interested in working for the federal government, consider swinging by the office and checking out this wonderful addition.

## 3Ls: Interested in a Judicial Clerkship?

If you have not met with or talked to the new Judicial Clerkship Advisor, Trisha Fillbach, and you are applying,

please contact her immediately. You can reach Trisha at (608) 262-6444 or [tfillbach@wisc.edu](mailto:tfillbach@wisc.edu). In addition, if you need any assistance along the way, please contact her.

## Deadline for Foreign Service Officer Test

Deadlines for the October 2011 Foreign Service Officer Test are now available on the [careers.state.gov](http://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.

Registration for the test is accepted on a rolling basis. Invitations to schedule a seat will be issued by career track on a first-come first-served basis; if the October 2011 test slots reach capacity, you should be able to schedule a seat for the February 2012 test.

## 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."

## Chicago Lawyer Magazine

Students interested in practicing law in Chicago should get in the habit of reading Chicago Lawyer magazine. The Career Services Office subscribes to the magazine, and you are welcome to read hard copies of it in our office, but you can also read many of the articles online at [www.chicagolawyer magazine.com](http://www.chicagolawyer magazine.com).

The June issue contains the magazine's annual survey of the largest law firms in Illinois, which not only charts the number of Illinois and Chicago lawyers, but also those in non-Illinois and non-U.S. offices. That survey is unfortunately not available through the online edition of the magazine, but we have made multiple copies that students can pick up here in the Career Services Office.

## 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 the document titled, *Clearing Comments and Changes in Cover Letters & Resumes*.

## Interested in Learning More about Public Interest Opportunities?

If so, please send Trisha Fillbach at [tfillbach@wisc.edu](mailto: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.

## Upcoming Deadlines

The following deadlines and interview programs are coming up:

Interview sign-up period for the IMPACT Career Fair (July 22nd); registration and bidding deadline for the Rocky Mountain Diversity Job Fair (July 25th), National Black Prosecutors Association's Job Fair & Conference (July 26th), Loyola Patent Law Program (July 28th and July 29th); confirm interviews for the Cook County Bar Association Job Fair (July 29th); cancellation deadline for the Heartland Diversity Job Fair (July 29th); early registration deadline for the Lavender Law Career Fair (August 1st), Minnesota Minority Recruitment Conference (August 4th & 5th).

More information about upcoming deadlines is available here: <http://law.wisc.edu/career/cal.html>

More information about the actual dates for interview programs and events is available here: <http://law.wisc.edu/career/events.html>

## 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>.

## **Interpreters Needed**

Interpreters are needed at the World Dairy Expo happening October 4-8 at the Alliant Energy Center in Madison. The pay is \$12/hour and individuals who can interpret to and from the following languages are needed: Japanese, German, Spanish, French, Russian, Portuguese. For more information, please see the posting in Symplicity.

## **NALP E-Guides on E-Professionalism**

NALP prepared six e-guides on e-professionalism for law students and has posted them on its website. You can locate these at <http://www.nalp.org/eguides> or you can swing by Career Services and pick up hard copies.

## **July International Career Employment Weekly Now Available**

The July 15, 2011 issue of International Career Employment Weekly is now posted on the Web. To access this issue, go to <http://www.internationaljobs.org/current.html> or you may go to the web site at <http://www.internationaljobs.org> and click on "Latest Weekly" to access the latest issues.

For the username and password to access the ICEW, go to <http://law.wisc.edu/career/> and then click on "Passwords, Podcasts and Presentations" under the heading "Popular Quick Links."

## **Career Services 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.