

TIPS FOR LANDING THE JOB OF YOUR DREAMS

Suffolk University Law Library, spring 2008

A. FIND OUT IF THE ATTORNEY YOU'RE INTERVIEWING WITH WAS THE ATTORNEY OF RECORD IN ANY IMPORTANT CASES

- Westlaw: Select a database (MA-CS (Mass cases) or ALLCASES (All State and Federal Cases), etc.) Go to the "field" pull-down menu and limit search by attorney name
- Lexis: Select a database (Federal & State Cases, etc.) Restrict by Document Segment: "Counsel"

B. HAVE ANY NEWSPAPER ARTICLES BEEN WRITTEN ABOUT THE ATTORNEY?

- Westlaw: In the "Select these Databases" field enter All News: this database contains general & legal newspapers, magazines, journals, newsletters, government press releases, and transcripts of television and radio shows and congressional testimony. Do a terms and connectors search (e.g. first name /5 last name)
- Lexis: select the "News & Business" tab & select "News Group File, All." Perform the terms & connectors search noted above.
- Also check local legal newspapers like Massachusetts Lawyers Weekly

C. FIND OUT IF THE ATTORNEY YOU'RE INTERVIEWING WITH HAS AUTHORED LAW REVIEW ARTICLES, ETC.

- Westlaw: In the "select these databases" field enter tp-all – this will bring you to the "All Law Reviews, Texts & Bar Journals" library. Restrict your search to the author field (first name /5 last name)
- Lexis: Select Secondary Sources, Law Reviews & Journals– perform a terms and connectors search. Perform the same terms & connector search as noted above.

D. READ OPINIONS THAT WERE WRITTEN BY A JUDGE YOU'RE INTERVIEWING WITH

- Westlaw: Select a database (MA-CS (Mass cases) or ALLCASES (All State and Federal Cases), etc.) Go to the "field" pull-down menu and limit search by "judge" and do a terms and connectors search (first name /5 last name)
- Lexis: Select a database (Federal & State Cases, etc.) Restrict by Document Segment: "Opinion By" and do a terms and connectors search (first name /5 last name)

E. IF YOU'RE INTERVIEWING TO WORK IN THE LEGAL DEPARTMENT OF A CORPORATION OR BUSINESS, TAKE A LOOK AT COMPANY PROFILES

- Westlaw: Select the “View Westlaw Directory” link on the main screen under the “Search these databases field” and under “Business & News” search for company profiles, SEC filings, etc.
- Lexis: Select the News & Business tab at the top of the page and select Company & Financial Information on the right.

F. CHECK TO SEE IF THE ATTORNEY YOU'RE INTERVIEWING WITH HAS FACED ANY DISCIPLINARY ACTION

- Search the Massachusetts Board of Bar Overseers database to see if there's any record of disciplinary action (<http://massbbo.org/bbolookup.php>)
- Search the Massachusetts Board of Bar Overseers disciplinary decisions (<http://www.mass.gov/obcbbo/decisions.htm>)

G. NETWORK

- Westlaw: On the main page, in the “Search these databases field” enter WLD (this stands for West Legal Directory). This will bring you to a template. Search for attorneys based on practice area, what law school or undergraduate school they attended, what state or city they practice in, their firm size, etc.
- Lexis: From the main directory page, under references, select Martindale Hubbell & restrict your search by segment (practice area, law school, etc.)
- Contact Suffolk Law School's Career Development Office and ask about the Alumni Career Network Database to contact Suffolk grads that are practicing in your area/state/city of interest. (<http://www.law.suffolk.edu/offices/career/alumltr.cfm>)
- Get involved with ABA (<http://www.abanet.org/memborgroups.html>) or Mass Bar (<http://www.massbar.org/for-attorneys/sections>) practice groups and get to know the attorneys that are practicing in your field.
- Join an ABA practice area discussion list (<http://www.abanet.org/discussions/>)

H. ASK FOR HELP

- Contact a reference librarian for more assistance with preparing for job interviews and networking resources
- Stop by the reference desk on the 6th floor of the library, straight ahead as you walk through the main library doors. Reference Services are available Monday – Thursday from 9 – 9, and Friday, Sat & Sun from 9 – 5, or by appointment.
- Reference Desk: 617-573-8516 or email: lawref@suffolk.edu

