

# Career Development Library

## REFERENCE MATERIALS



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# ALTERNATIVE CAREER OPTIONS

(White sticker w/ A)

Alternative Careers for Lawyers, Hillary Mantis, 2000, [HF5384 .M36 2000](#)

Alternative Dispute Resolution Binder Resources for researching the field of ADR/Mediation including Family Mediation Quarterly

Beyond L.A. Law: Break the Traditional "Lawyer" Mold , Janet Smith, 1998, [KF297.A2 S65 1998](#)

Breaking Traditions: Work Alternative for Lawyers, Donna Killoughey, 1993 (2), [KF297 .B64 1993](#)

Careers in the Nonprofit Sector, Stephanie Lowell, Harvard Business School Publishing, 2000

Career Opportunities for Minority College Graduates 2007 [HF5381 .C25 2006](#)

Employment information targeted to all minority college graduates, graduate students, and alumni

Family Mediation Quarterly Fall 2007

Family Mediator Referral Directory 2001 – check [www.mcfm.org](http://www.mcfm.org) for up-to-date information [KFM2500.F352001](#)

Guide to Law Enforcement Careers, Barron's Educational Series, 1997, [HV8143 .H87 1997](#)

Judge for Yourself: Clarity, Choice, and Action in Your Legal Career, Miriam Bamberger Grogan, Heather Bradley, ABA 2006 **in the Practicing Law section**

The Lawyer's Career Change Handbook: More Than 300 Things You Can Do With a Law Degree: Hindi Greenberg, 2002, [KF297.Z9 G74 1998](#)

Lessons form a Headhunter...with Heart: Spiritual and Practical Keys to Navigating (and Surviving!) Job Change, Patricia A. Commeford, JD, 2006

Managing Transitions: Making the Most of Change, 2<sup>nd</sup> Edition, William Bridges, 2003

Non-Legal Careers for Lawyers, Gary Munneke, William Henslee, 2003 (2), [KF297 .M862 2003](#)

Non-Traditional Legal Careers Report, Career Education Institutes **in the Employment Newsletters binder**  
includes Bar Association, business, education, government and other positions

The Road Not Taken: A Practical Guide to Exploring Non-Legal Career Options, Kathy Grant & Wendy Werner, 1991(binder), [KF297 .R63 1991](#)

Running From the Law: Why Good Lawyers are Getting out of the Legal Profession, 3<sup>rd</sup> edition, Deborah Arron, 2004 (2), [KF297 .A87 2004](#)

Transitions: Making Sense of Life's Changes, William Bridges, 1980 Strategies for coping with the difficult, painful, and confusing times in your life

Turning Points: New Paths and Second Careers for Lawyers, George Cain, 1994, [KF298 .C24 1994](#)

Vault Career Guide to Consulting, 2002, 1<sup>st</sup> edition, [HD69.C6 S54 2002](#)

Vault Guide to the Top 50 Consulting Firms, [HD69 .C6 2006](#)

What Can You Do With a Law Degree?: The Lawyer's Guide to Career Alternatives Inside, Outside & Around the Law, 5<sup>th</sup> Edition, Deborah Arron, 2004 (copies 1-10), [KF297 .A875 2004](#)

## BAR INFORMATION (White sticker with B)

Bar Admission Requirements 2004, NCBA and ABA (binder), [KF302.Z95 C65 2004](#)

The Bar Guide: A Guide to the Bar of England and Wales, American lawyer Media and the Bar Council of England and Wales, 2006, [KD460.Z9 B37 2004](#)

Connecticut Bar Association Lawyers' Diary 2004 Directory of Members, Bar Info., US and CT Courts (maroon binder), [KF192.C6](#)

Florida Lawyers Diary and Manual 2008, [KF192.F54 F56](#)

Maine Bar Directory 2006 (black binder), [KF192 .N3 B29](#)

Massachusetts Bar Association Lawyers Journal in Newspapers and Periodicals rack

Massachusetts Lawyers Diary and Manual 2008, [KF192.M38 L35](#)

Massachusetts Lawyers Diary and Manual PC edition 2008, loaded on library computer #1

MPRE Review Program Practicing Law Institute [CD available at the front desk](#)

MLGBA (Massachusetts Lesbian and Gay Bar Association) 2005 Member Directory, [KFM2502.Z9 M33](#)

Michigan Bar Journal 2007, [KF200 .M5](#)

New Hampshire Law Directory and Daybook 2008, [KF192.N395 N48](#)

New York Lawyers Diary and Manual 2006 Bar directory of the State of New York, [KF192 .N53](#)

### *See also:*

California Bar Journal (newspaper wall rack)

ABA Journal (newspaper wall rack)

## CORPORATE/FINANCIAL/ASSOCIATIONS (Light blue sticker)

Associations Yellow Book: Who's who at the leading US Trade and professional associations, Summer 2005, [HD2425 .A88](#)

Business Directory Massachusetts 2003, Tower Publishing [HG4057 .M4 M3](#)

Business Lawyer's Handbook: What Business Lawyers Do, Clifford R. Ennico, 1992 in **Legal Specialties section**

Chambers USA: America's Leading Lawyers for Business 2005: The Client's guide (gift of student),

The Corporate Directory of U.S. Public Companies 2007, [HG4057 .A156468](#)

Corporate Yellow Book Winter 2008, [HG4057 .A15](#)

Directory of Corporate Counsel 2007-2008 Two Volumes, [KF195.C6 D57](#)

Directory of New England In-House Counsel 2007, New England Legal Search in **LAW FIRMS section**

Financial Yellow Book: who's who at the leading US financial institutions, Winter 2008, [HG65 .F52](#)

Kirstein Business Branch Periodical List, 2001, [Z731 .K57](#)

Martindale Hubbell Corporate Law Directory 2003, [KF190 .M3](#)

National Directory of Corporate Public Affairs 2006, [HD59 .N24](#)

National Trade and Professional Associations of the United States 2008, [HD2425.D53](#)

Vault Guide to Conquering Corporate America for Women and Minorities, 2003, 1<sup>st</sup> edition, [HF5382.6 .K36 2003](#)

Vault Guide Corporate Law Careers 2003 (2), [KF299.I5 E416 2003](#)

Vault Guide to Finance Interviews, 2005, [HG173 .B479 2005](#)

Vault Guide to Tax Law Careers 2004 (2), [KF299.T3 N37 2004](#)

*See also:*

Lawyer's Register International by Specialties and Fields of Law: Including a Directory of Corporate Counsel (3Volumes) 2002, 19<sup>th</sup> edition **IN INTERNATIONAL SECTION**

Quick Reference Guide to Practice Areas, BCG Attorney Search, [KF297 .Q53 2005](#) in **Legal Specialties section**

Descriptions of the following practice areas: Bankruptcy, Banking & Finance, Corporate Practice, Intellectual Property, Litigation, Real Estate, IT Litigation, Labor and Employment, Reinsurance, Tax

# EMPLOYMENT NEWSLETTERS

Newsletter Binder [KF297 .A35](#):

**AALS Placement Bulletin** Association of American Law Schools  
Faculty, deanship, and other law school related positions

**FBA's Lawyers Job E-Bulletin Board** Federal Bar Association

**Forty-Fourth Street Notes** New York City Bar Newsletter  
Monthly newsletter

**Non-Traditional Legal Careers Report**  
Career Education Institutes  
includes Bar Association, business, education, government and other positions

**University of Detroit Mercy School of Law Attorney Positions**  
Monthly listing of attorney positions primarily in Michigan

**Washington Council of Lawyers Public Interest Clearinghouse**  
Monthly listing of legal, non-legal, summer, internship positions

## FEDERAL GOVERNMENT/PUBLIC POLICY (Orange Sticker w/ F)

The Almanac of American Politics 2008, [JK1012 .A44](#) in **State and Local Section**

The Book of U.S. Government Jobs, Dennis V. Damp, 2002, [JK716 .D36 2002](#)

Congressional Staff Directory 2005 Summer. Congressional Quarterly Members, Committees, Staffs, Biographies

Directory of the Federal Government with Internet Addresses: Tulane Law School (spiral), [JK1012 .C65](#)

The Directory of Federal Jobs and Employers 1996. Ronald Krannich & Caryl Rae Krannich. [JK716 .K678 1996](#)

Federal Legal Employment Opportunities Guide 2005-2006 NALP, [KF299.G6 F439](#)

The Federal Resume Guide Book 2004. Kathryn K. Troutman, [JK716 .T73 2004](#)  
*Write a Winning Federal Resume to Get in, Get Promoted, and Survive in a Government Career!*

Federal Staff Directory 2008 Winter, Congressional Quarterly, [JK723.E9 F44](#)  
Executive branch of US government/ White House, Departments, Agencies, Biographies

Federal Yellow Book Winter 2008. Leadership Directories, Inc, [JK6 .F45](#)

FedLaw: Legal Internships with Federal Agencies 2008. Career Education Institute. (red spiral), [LC1072.I58 F42](#) in **Fellowship section**

Government Affairs Yellow Book Winter 2008. Leadership Directories, Inc, [JK1118 .G68](#)

Government Honors and Internship Handbook 2005-2006 (black binder), [KF279 .G68](#)

Government Information on the Internet 2002. Peggy Garvin, ed., [ZA5075 .N69 2002](#)

The Harvard College Guide to Careers in Government & Politics 1992. Ynn Bracken Wehnes; forward by John Kenneth Galbraith, [JA88.U6 W43 1992](#)

Insider's Guide to Finding a Job in Washington: Contacts and Strategies to Build Your Career in Public Policy 2000. Bruce Maxwell. Congressional Quarterly, [HF5382.75.U62 W356 2000](#)

Job Opportunities with the World's Largest Law Firm: Hiring the DOJ Way. NALP Conference, April 1999 (binder), [KF299.G6 J63 1999](#)

United States Government Manual 2007-2008, [JK 421 U57 2005](#)

Vault Guide to Capitol Hill Careers: An inside look inside the beltway, 2003 1<sup>st</sup> edition, [JK1083 .V38](#) includes lobbying, p. 81

Washington Information Directory 2005-06. Congressional Quarterly, [F192.3 .W33](#) Listings for federal, congressional, and state government offices, nongovernmental organizations, policy groups, foundations including addresses, websites and objectives of each organization

Washington Representatives 2004. Columbia Books, [JK1118 .D58](#) Information on Lobbyists, Foreign Agents, Consultants, Legal Advisors, PACs, Public Affairs and Government Relations Representatives

## FELLOWSHIPS and INTERNSHIPS (White sticker)

The Big Green Internship Book: Internships and Summer Jobs for the Environment 2005 (green spiral bound), [KF299.P8 B54 2005](#)

City and County Attorney Internship Book 2004 (yellow spiral), [KF276.5 .C57](#)

The Comprehensive Fellowship Guide - The Ultimate Resource for Law Students and Lawyers, 2007-2008, PSLawNet (Public Service Law Network), [KF266 .C6](#)

The Congressional Internship Book 2005-2007. Internships with the 109th Congress (ecru spiral), [JK1084 .C63](#)

Equal Justice: Story of fellowship program (CD available at front desk)

FedLaw: Legal Internships with Federal Agencies 2008. Career Education Institute. (red spiral), [LC1072.I58 F42](#)

Fellowship Application Tips Yale Law School 2003-2004 (black binder), [KF266 .Y3522](#)

Fellowship Opportunities Guide (Yale Law School) 2000-2001, [KF266 .Y35](#)

For the Prosecution: Internships with America's Prosecutors 2004 (purple spiral), [KF9640.A15 F67](#)

Government Honors & Internship Handbook 2003-2004 (black binder) See Federal Section, [KF279 .G68](#)

Green Law Public Interest Environmental Internships. 2005, Career Education Institute., [KF299.P8 G74](#)

Guide to Internships and Fellowships in Reproductive Rights & Justice, 2007-2008, Law Students for Reproductive Justice

Haywood Burns Memorial Fellowships for Social and Economic Justice, National Lawyers Guild (booklet)  
Information for Summer Projects program participating agencies [In Public Interest Section](#)

How to Pay for Your Law Degree 2004-2006, 1<sup>st</sup> Edition, Gail Ann Schlachter & R. David Weber. Reference Service Press, [KF287 .S35 2004](#)

Human Rights Internship Book 2008 Career Education Institute (blue spiral), [LC1072.I58 H85](#)

The Internship Program at Suffolk University Law School -- Student Guide Fall 2007, Feeley, [KF266 .I58](#)

International Internships 2005 from International Career Employment Weekly [In International Section, HD6276.5 .I48](#)

Internships on International Affairs 2004 Career Education Institutes (tan spiral), [JZ1237 .I67](#)

Internships with America's Top Companies 2005 (lavender spiral), [HF1121 .I67](#)

Legal Services Internships 2008, , Career Education Institute (red spiral)

The Music & Entertainment Industry Internship Guide Spring 2003, [LC1072.I58 M87 2003](#)

NAPIL Directory of Public Interest Legal Internship [See Public Interest/Pro Bono section](#)

Sports Internship Book 2008, Career Education Institute (gray spiral), [GV583 .S66](#)

Washington Internships in Law and Policy 2004, Career Education Institutes (beige spiral), [KF266 .W37](#)

The Women's Rights Internship Book 2004, Career Education Institutes (raspberry spiral)

## HANDOUTS AND BROCHURES

## Handouts:

Alumni Services (CDO)

Choosing Small, Choosing Smart – Quotes from Donna Gerson, Esq.

Cover Letters

Day Division Students: Career Strategies (CDO)

Diversity Internship & Fellowship Sites

Dressing for Success

Evening Division Students: Career Strategies (CDO)

Federal Government Salaries

Federal Job Search Resources (one page)

Fellowships: Post-Graduate Fellowships (CDO)

Summer & Post-Graduate Fellowships

First Year Associates: Succeeding as a First Year Associate in a Large Firm (CDO)

First Year Students: Helpful Resources (CDO)

Timeline of Important Events and Dates

Intellectual Property Websites

Immigration Law Websites

International Law: International Job Search Web Sites (CDO)

International Resources in the CDO (CDO)

Interviews: Callback Interviews

Interviewing (CDO)

Making a Great Impression

Judges: Selected Research Sources

Judicial Clerkships (CDO)

Kirstein Library (Business Branch of the Boston Public Library)

Large Firms: Applying Directly (CDO)

Law Firms in MA with 11 or More Attorneys

Law Firms in NE with 11 or More Attorneys

Legal Recruiters

LL.M Student Resources

Networking: Networking (CDO)

How to Find Suffolk Graduates for Networking Purposes (CDO)

Public Interest

Public Interest Employment, David Yamada

Public Interest Resources

10 Tips for Succeeding in Your Summer Legal Job with a Government or Public Interest Employer

References

Resumes

Salary Negotiations (CDO)

Starting Your Career in...City Hall or on Beacon Hill

Copyright

Criminal Law

Environmental Law

Family Law/Child Advocacy

Real Estate

Torts

Trusts and Estates

Student Guide to Symplicity (Dobbins, CDO)

Summer Associates: Keys to Succeeding at Your First Legal Job

Large Firm

Legal Assignment Sheet

10 Tips for Succeeding in Your Summer Legal Job with a Government or Public Interest Employer (filed with Public Interest Handouts)

What Students Need to Know...

Thank You Notes

Top 10 Most Frequently Asked Questions after Fall On-Campus Recruiting

Writing Samples: Creating a Writing Sample (Ramy, ASP)

Writing Samples (CDO)

## Brochures:

Before You Hit Send (NALP)

**Can We Talk? How to Get the Feedback You Need (NALP)**  
**Career Compliance Regulatory Affairs (NALP)**  
**Careers in Financial Services (NALP)**  
**Careers in Human Resources (NALP)**  
**Careers in Legal Publishing (NALP)**  
**Careers in the Media (NALP)**  
**Contract Counsel's Career Guide for the Reasonable Lawyer**  
**The Courts: Attorneys of Color**  
**Ethics and Employment (NALP)**  
**From Law Student to Lawyer (NALP)**  
**Gay Lesbian Bisexual in Legal Marketplace (NALP)**  
**Going In-House, NALP, 2003**  
**Guide to Small Firm Employment (NALP)**  
**How-Tos of Informational Interviewing (NALP)**  
**Insider's Guide to Interviewing (NALP)**  
**Interviewing Tips for Law Students with Disabilities, NALP, 2006**  
**Job Search Strategies for Second-Career Lawyers**  
**Judicial Clerkship Opportunities (NALP)**  
**Lawyer's Guide to Job Surfing on the Internet 2005 (Career Education Institutes)**  
**Negotiating with Small Firms (NALP)**  
**Path of the Law (SULS)**  
**Public Interest Opportunities at Suffolk**  
**Public Service Careers (NALP)**  
**Public Service Internships (NALP)**  
**Resources for Conducting an Internet Search (NALP)**  
**Searching for an Alternative (NALP)**  
**Self Guided Tour (of SULS)**  
**Student Photo Books (1998-99/1999-2000/2000-01/2001-02) front desk copies only**  
**Summer Employment (Legends of the Fall) (NALP)**  
**Working with a Mentor (NALP)**  
**A Guide for Women Law Students (NALP)**

## INTELLECTUAL PROPERTY (Light-blue sticker w/IP)

Careers in Trademark Law, 1990, US Trademark Assoc. (small booklet) (2), [KF299.T72 C37 1990](#)

### Intellectual Property Today Magazine

includes job opportunities and March issues have list of Top Patent Firms

Martindale-Hubbell US States. US Federal, US Copyright, Patent, Trademark Law Digests; A.B.A. Codes, 2006

Patent Agent's Exam, Patbar.com 2003, [KF3165 .P38 2002](#)

Report of the Economic Survey 2007, AIPLA, 2007, [KF301 .R47](#)

American Intellectual Property Law Association IP income surveys

Quick Reference Guide to Practice Areas, BCG Attorney Search, [KF297 .Q53 2005](#)

Descriptions of the following practice areas: Bankruptcy, Banking & Finance, Corporate Practice, Intellectual Property, Litigation, Real Estate, IT Litigation, Labor and Employment, Reinsurance, Tax

**[LIST OF IP WEBSITES: ON LIBRARY SHELF IN IP SECTION AND IN HANDOUT RACKS](#)**

## INTERNATIONAL (Yellow Sticker)

The Bar Guide: A Guide to the Bar of England and Wales, American lawyer Media and the Bar Council of England and Wales, 2006, [KD460.Z9 B37 2004](#) **In the Bar section of the library**

Careers in International Affairs, Seventh Edition, School of Foreign Service – Georgetown University, 2003

Careers in International Law (ASIL) 1999/2000, Your Indispensable Guide to Career Paths and Internships in International Law. American Society of International Law (2) [KZ1238.U55 C473](#)

Careers in International Law 2<sup>nd</sup> Edition, 2001, Mark W. Janis, Salli Swartz, editors; ABA. (3) (1), [KZ1238.U55 C37 2001](#)

Focus Europe, American Lawyer supplement, Summer 2006 (magazine)

Foreign Representatives in the U.S. Yellow Book Winter 2008, [E154.5 .F67](#) Who's who in the US offices of foreign corps. nations, press, and intergovernmental organizations

Guide to Education and Career Development in International Law 1991, International Law Students Association (3), [K115 .I47 1991](#)

How to Find an Overseas Job With the U.S. Government 1992, Will Cantrell & Francine Moddero, [HF5549.5.E45 C336 1992](#)

International Career Employment Weekly **in Newspaper section** (also available online: [www.internationaljobs.org](http://www.internationaljobs.org))

International Directory of Lawyer Qualification: Education, Training, and Admission of Lawyers in Selected Countries Worldwide, NALP, 2004

International Information Directory 2000-2001. Congressional Quarterly's., [JX1905.5 .C85 1998](#)

International Internships 2004 from International Career Employment Weekly (newspaper), [HD6276.5 .I48](#)

International Law: Resources (black binder), [KZ3410 .I58](#)

International LL.M. Career Planning, Yale Law School, 2006-2007 (white binder)

International Public Interest Law and Opportunities with International Tribunals and Foreign Courts, Yale Law School 2006-2007(white binder)

Internships & Careers in International Affairs 1994. United Nations Association. (2), [HF5549.5.E45 I577 1994](#)

Internships on International Affairs 2004 Career Education Institutes (*located in the Internship section*), [JZ1237 .I67](#)

Journal of International Aging, Law & Policy, AARP, Stetson, 2007 **in Practicing Law Section**

Lawyer's Register International by Specialties and Fields of Law Including a Directory of Corporate Counsel, 3 Volumes, 2007 (*located in the Legal Specialties section*)

Martindale Hubbell International Law Directory 2006 (2 Volumes)

Martindale Hubbell International Law Digest 2006

The National Jurist's Guide to Study Abroad Programs for Law Students 2004 (magazine), [KF266 .N38](#)

Serving the Public: A Job Search Guide, Volume II - International 2006-2007, Harvard/Yale, Maura J. Kelly, ed. (*located in the Public Interest section*)

Top Canadian Legal Trends for 2006 from Davies Ward Phillips & Vineberg LLP, Canadian corporate law firm, Toronto, Montreal (*CD – ask at front desk*)

United Nations (black binder)

WEBSITE: [www.internationaljobs.org](http://www.internationaljobs.org)

## JOB SEARCH/**GENERAL** (Green sticker w/ G)

**The 110 Biggest Mistakes Job Hunters Make (and How to Avoid Them)** An Insider's Guide to the Secrets of Successful Job Hunting, 2<sup>nd</sup> Edition, Richard L. Hermann & Linda P. Sutherland, 1994, [HF5382 .H47 1994](#)

**2500 Keywords to Get You Hired**, Jay P. Block, CPRW and Michael Betrus, CPRW, 2003, [HF5383 .B5355 2003](#)  
Includes the right words to use in Electronic Resumes

**Career Exploration on the Internet**, A Student's Guide to More than 300 Web Sites, Elizabeth Hoakes, 1998, [HF5382.7 .S777 1998](#)

**Career Match: Connecting Who You Are with What You'll Love to Do**, Shoya Zichy, 2007

**Career Warfare: 10 Rules for Building a Successful Personal Brand and Fighting to Keep It**, David F. D'Alessandro with Michelle Owens, 2004, [HF5381 .D16 2004](#)

**Cover Letters**, Taunee S. Besson, 1999, [HF5383 .B434 1999](#)

**Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type**, 2001

**Don't Slurp Your Soup: A Basic Guide to Business Etiquette**, Betty Craig, 1991, [HF5389 .C73 1991](#)

**Employment Opportunities, USA**, A Career News Service (brown binder), [HF5381.15 .E47](#)

**The Essential Book of Interviewing: Everything You Need to Know from Both Sides of the Table**, Arnold Kanter, 1995, [HF5549.5.I6 K358 1995](#)

**The Etiquette Edge: The Unspoken Rules for Business Success**, Beverly Langford, 2005

**The First Five Minutes: How to Make a Great First Impression in Any Business Situation**, Mary Mitchell & John Corr, 1998, [HF5381 .M558 1998](#)

**The Gallery of Best Cover Letters** A Collection of Quality Cover Letters by Professional Resume Writers, David F. Noble, 1999, [HF5383 .N618 1999](#)

**Hook Up, Get Hired! The Internet Job Search Revolution**, Joyce Kennedy, 1995, [HF5382.7 .K458 1995](#)

**How to Work a Room: The Ultimate Guide to Savvy Socializing In Person and Online**, Susan RoAne, 2000. (2), [HF5387 .R617 2000](#)

**Information Interviewing: How to Tap Your Hidden Job Market**, Martha Stoodley, 1997

**The Interview Rehearsal Book: 7 Steps to Job-Winning Interviews Using Acting Skills**, Deb Gottesman and Buzz Mauro, 1999, [HF5549.5.I6 G628 1999](#)

**It's Who You Know: Career Strategies for Making Effective Personal Contacts**, Cynthia Chin-Lee, 1998, [HM131 .C717 1998](#)  
Networking in person and on the internet

**The Job Hunting Handbook**, 2002 (booklet) (2), [HF5382.7 .D34 2002](#)

**Jobs Rated Almanac: Rank 250 jobs by more than a dozen vital factors, including salary, stress, benefits, and more.** Les Krantz, 1999, [HF5382.5.U5 K72 1995](#)

**Job Search + Employment Tips** Resume, letter writing, interviewing, networking, salary negotiation tips from National Business Employment Weekly (binder)

**Job Searching Online for Dummies** A Reference for the Rest of Us, Pam Dixon, 1998, [HF5382.7 .D59 1998](#)

**Job Strategies for People with Disabilities**, Melanie A. Witt, 1992, [HV1568.5 .W58 1992](#)

**Knock 'em Dead**, Martin Yate, 2004 Answers to tough interview questions and electronic job search strategies

**Managing Transitions: Making the Most of Change**, William Bridges, 2003

**Networking**, Douglas Richardson, Wall Street Journal National Business Employment Weekly, 1994 (2), [HF5382.7 .N47 1994](#)

**Occupational Outlook Handbook:** U.S. Department of Labor, 2006-07, [HF5382 .O22 2006](#)

**Prepare Your Curriculum Vitae**, Acy L. Jackson, 1993, [HF5383 .J24 1998](#)

**Resumes: Real Sample Resumes and Proven Advice from Successful Job Hunter and Career Counselors**, Taunee Besson. 1999

**Sweaty Palms: The Neglected Art of Being Interviewed**, H. Anthony Medley, 1993 (2), [HF5549.5.I6 M35 1991](#)

**Transitions: Making Sense of Life's Changes**, William Bridges, 1980, [HQ799.97.U5 B74 1980](#)  
*Strategies for coping with the difficult, painful, and confusing times in your life*

**Using the Internet and the World Wide Web in Your Job Search**, Fred Jandt & Mary Nemnich, 1997, [HF5382.7 .J36 1997](#)

**Vault Guide to Resumes, Cover Letters & Interviewing**, 2003, 3<sup>rd</sup> Edition

**Vault Guide to Schmoozing** Insider advice on making contacts and building rapport to boost your career, 2002, 3<sup>rd</sup> Edition, [HD69 .S8 V38 2002](#)

**What Color is Your Parachute: A Practical Manual for Job Hunters and Career Changers**, Richard N. Bolles, 2007

**What Color is Your Parachute Workbook**, Bolles, 2005 **SEE A CAREER COUNSELOR FOR THIS RESOURCE**

**Wishcraft: How to Get What You Really Want**, Barbara Sher/Annie Gottlieb, 1983, [BF637.S8 S467 1979](#)

## JOB SEARCH/LEGAL (Green sticker with L)

America's Greatest Places to Work with a Law Degree, Kim Alayne Walton, 1999 (2), [KF297 .W338 1999](#)

Associate Salary Survey, NALP [ask at front desk](#)

The Best of the Job Goddess: Phenomenal Job Search Advice from the Country's Most Popular Legal Job Search Columnist, Kim Alayne Walton, 1999

Building Career Connections: Networking Tools for Law Students and New Lawyers, Donna Gerson, 2007 (4), [HD69 .S8 G38 2007](#)

Changing Jobs: A Handbook for Lawyers in the New Millennium, Heidi McNeil Staudenmaier, 1999 (ABA) (4), [KF297.C463 1999](#)

Choosing Small Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market Donna Gerson, Esq. (3), [KF297 .G477 2001](#)

The Complete Guide to Contract Lawyering: What Every Lawyer and Law Firm Needs to Know About Temporary Legal Services, 3<sup>rd</sup> edition, Deborah Arron & Deborah Guyol, 2004 (2), [KF315 .A97 2004](#)

Excellence in the Workplace: Legal and Life Skills, Kay Kavanagh, Paula Nailon, 2007. Tips on beginning a legal job, the workplace, managing assignments, networking, career planning, salary negotiation.

From Law School to Law Practice: The New Associate's Guide Suzanne O'Neill & Catherine Sparkman, 1998 (ABA)

From Law School to Lawyering: Bridging the Gap, SULS LPS, CDO, ASP, Law Library, ALS, 2001, [KF300.Z9 F76 2001](#)

Full Disclosure: Do You Really Want to be a Lawyer?, Susan Bell, 1992 (ABA)

Guerrilla Tactics for Getting the Legal Job of Your Dreams, Kimm Alayne Walton, 1999 (10), [KF297 W348 1999](#)

How to Start and Build a Law Practice, Jay Foonberg, 2004(ABA) [KF300.F66 2004](#)

Jobs for Lawyers: Effective Techniques for Getting Hired in Today's Marketplace, Hillary Mantis & Kathleen Brady, 1996 (2), [KF316.5 .M36 1995](#)

Judge for Yourself: Clarity Choice, and Action in Your Legal Career, Miriam Bamberger Grogan, Heather Bradley, 2006

The Law Firm Interview: A Guide for Students, Katy Schubert, 2002 (3), [KF297 .S38 2002](#)

The Law Profession and Personality Type Myers-Briggs (binder), [KF300 .L39](#)

Law School Confidential: A Complete Guide to the Law School Experience: By Students, for Students, Revised Edition, Robert H. Miller, 2004 Includes chapters on recruitment and judicial clerkships.

The Lawyer's Guide to Balancing Life and Work, George W. Kaufman, 1999 (2006 on order)

The Lawyer's Guide to Job Surfing on the Internet 2005, Career Education Institutes

Lawyers in Transition: Planning a Life in the Law, M. Byers, D. Samuelson & G. Williamson, 1988, [KF297.Z9 B93 1988](#)

The Legal Career Guide: From Law Student to Lawyer Gary Munneke, 2002 (ABA) (2), [KF297 .M865 2002](#)

The Legal Career Guru's Guide to The Perfect Legal Resume, J. Murray Elwood, 2000 (spiral), [KF297 .E42 2000](#)

The Legal Career Guru's Guide to The Perfect Legal Job Search, J.Murray Elwood, 2001(spiral), [KF297 .E4 2001](#)

Legal Recruiters Directory, The American Lawyer, January 2007, [KF297.A1 L457](#)

List of Books and Journals about Lawyering Suffolk Univ. Law Library 2007 (white binder), [KF300 .S835](#)

Navigating Detours on the Road to Success: A Lawyer's Guide to Career Management, Kathleen Brady, 2005

Objection Overruled: Overcoming Obstacles in the Lawyer Job Search 2000, [KF297 .M67 2000](#)

The Official Guide to Legal Specialties. An insider's guide to every major practice area. Lisa Abrams. NALP 2000. (34), [KF297 .A758 2000](#)

Opening a Law Office: A Handbook for Starting Your Own Business (CYLA) Bancroft Whitney, 1996 (CYLA)

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Judicial Yellow Book Fall 2007. Leadership Directories. Who's who in federal and state courts, [KF8700.A19 J835](#)

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The Directory of Goods & Services for Legal Professionals – includes courts, maps, and judge bios **in the State and Local Section**

2007 Florida Edition, [KF192.F54 F56](#)

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Washington Information Directory 2005-06. Congressional Quarterly, [F192.3 .W33](#)

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## LEGAL SPECIALTIES (White sticker w/ M)

AALS Directory of Law Teachers 2006-2007 (2), [KF266 .A77 2006-07](#)

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The Music and Entertainment Industry and Internship Guide Fall 2001 in **Fellowship and Internship section**, [Music And Entertainment Industry Internship Guide](#)

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WEBSITE: <http://www.abanet.org/careercounsel/> Practice Area Articles under Career Articles and Resources

## NETWORKING RESOURCES (Yellow sticker with N)

Alumni Fall Career Forum 2005 Participant Biographies

Alumni Fall Career Forum 2007 Participant Biographies

Suffolk University Law School Alumni Directory 2006 ([ask at front desk](#))

Summer Job Questionnaires 1999-2006

### **ALSO try:**

The Alumni Career Network on our website (most up-to-date information!)

### **Handouts:**

**Networking** (CDO)

**How to Find Suffolk Graduates for Networking Purposes** (CDO)

### **Job Search/General:**

**It's Who You Know:** Career Strategies for Making Effective Personal Contacts, Cynthia Chin-Lee, 1998, [HM131 .C717 1998](#)  
Networking in person and on the internet

**Networking:** Douglas Richardson, 1999, [HF5382.7 .N47 1994](#)

**Vault Guide to Schmoozing** Insider advice on making contacts and building rapport to boost your career, 2002, 3<sup>rd</sup> Edition, [HD69 .S8 V38 2002](#)

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Suffolk Graduates who have done clerkships (binder) , [KF8771 .J836](#)

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ABA Journal: The Lawyer's Magazine

The American Lawyer (Magazine)

Boston Business Journal

The Chronicle of Higher Education

Connecticut Law Tribune

Intellectual Property Today (Magazine) located in Intellectual Property section

International Career Employment Weekly (also available online: [www.internationaljobs.org](http://www.internationaljobs.org))

Lawyers Weekly USA

Legal Times: available online [www.law.com/jsp/dc/index.jsp](http://www.law.com/jsp/dc/index.jsp)

Massachusetts Bar Association Lawyers Journal

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National Law Journal

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Wall Street Journal

## PRACTICING LAW (yellow sticker with PL)

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The Business of Law: Planning and Operating for Survival and Growth, 2<sup>nd</sup> Edition, Edward Poll, 2002

Empowerment and Leadership: Tried and True Methods for Women Lawyers, 2004 (booklet), [KF299.W6 E48 2003](#)

Excellence in the Workplace: Legal and Life Skills, Kay Kavanagh, Paula Nailon, 2007. Tips on beginning a legal job, the workplace, managing assignments, networking, career planning, salary negotiation. (in Job Search-Legal section)

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How to Start and Build a Law Practice, Jay Foonberg, 2004(ABA) [KF300.F66 2004](#) (in Job Search-Legal section)

Journal of International Aging, Law & Policy, AARP, Stetson, 2007 Includes International Elder Law Research: A Bibliography

Judge for Yourself: Clarity, Choice, and Action in Your Legal Career, Miriam Bamberger Grogan, Heather Bradley, ABA 2006 in Job Search-Legal section

Keeping Good Lawyers: Best Practices to Create Career Satisfaction, M. Diane Vogt, Lori-Ann Rickard, 2000, [KF318 .V64 2000](#)

The Lawyer's Guide to Balancing Life & Work: Taking the Stress Out of Success, George W. Kaufman, 2006, includes CD-ROM

Legal Education and Professional Development - Report of the Task Force on Law Schools and the Profession: Narrowing the Gap, ABA 1992 (2), [KF272 .L44 1992](#)

More than Part-Time: The Effect of Reduced-Hours Arrangements on the Retention, Recruitment, and Success of Women Attorneys in Law Firms, A Report of the Employment Issues Committee of the Women's Bar Association of MA, 2000, [KF299.W6 W66 2000](#)

Solving the Part-Time Puzzle: The Law Firm's Guide to Balanced Hours, Joan C. Williams, Cynthia Thomas Calvert, NALP, 2004

Stress Management for Lawyers, Amiram Elwork, 1995, [RA785 .E46 1997](#)

Survival Skills for Practicing Lawyers, Theodore Orenstein, 1994 (ABA), [KF300.Z9 S87 1994](#)

Women-at-Law: Lessons Learned Along the Pathways to Success, Phyllis Horn Epstein, 2004, [KF299.W6E772004](#)

## PUBLIC INTEREST (Dark Blue Sticker)

**Be Bold: Create a career with impact.** Dorsey and Galinsky, 2006 Echoing Green; foreword by Don Cheadle and John Prendergast

**Careers in the Nonprofit Sector**, Stephanie Lowell, Harvard Business School Publishing, 2000 **in Alternative Careers Section**

**Celebrating 10 Years of the Law Firm Pro Bono Challenge**, 2005, Pro Bono Institute  
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Derek Denckla & Matthew Diller. (See video – *So Goes a Nation*), [KF390.5.P78 D36 2000](#)

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**Directory of Legal Aid and Defender Offices in the United States and Territories**, National Legal Aid & Defenders Association, 2007-2008  
[KF336 .A332](#)

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**Giant Killers: The Team and the Law That Help Whistle-blowers Recover America's Stolen Billions**, Henry Scammell 2004, [KF8896.5 .S28 2004](#)

**Good Works: Jobs That Make a Difference, A Guide to Careers in Social Change** 1994, [AS29.5 .G66 1993](#)

**The Great Firm Escape: Harvard Law School's Guide to Breaking Out of Private Practice and Into Public Service**, 2000 (2), [KF299.P8 G74 2000](#)

**Guide to Internships and Fellowships in Reproductive Rights & Justice**, 2007-2008, Law Students for Reproductive Justice **in Fellowship section**

**A Handbook on Law School Pro Bono Programs** June 2001, The AALS Pro Bono Project, [KF336 .A8843 2001](#)

**Haywood Burns Memorial Fellowships for Social and Economic Justice**, National Lawyers Guild (booklet)  
Information for Summer Projects program participating agencies

**International Public Interest Law**, Yale Law School 2006-2007 **in International Section**

**Law School Guide to Public Interest Careers** 2007. NALP Public Service Committee, [KF299.P8 L396 1998](#)

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**Legal Services Internships 2008**, Career Education Institute (red spiral) **in Public Interest section**

**Massachusetts Legal Services Programs and Contact Information** **in Public Interest Binder**

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**Nonprofit Sector Yellow Book** Winter 2008. Leadership Directories, Inc., [HD2769.2.U6 N66](#)  
Who's who in the management of over 4100 leading foundations, universities, museums, and other nonprofit organizations

**Peace Corps** **At Home in the World** 1996. Peace Corps Story. Small Paperback, [HC60.5 .A846 1996](#)  
Catalog 2005, [HC60.5 .L54 2005](#)

Peace Corps: **The Great Adventure**: Volunteer stories of life overseas, 2002, [HC60.5 .P4 2002](#)  
**To Touch the World**: The Peace Corps Experience 1995. Library of Congress. [HC60.5 .T6 1995](#)

**Private Public Interest and Plaintiff's Firm Guide** 2005 Columbia/Harvard, [Private Public Interest And Plaintiffs Firm Guide](#)

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**Public Interest Binder** (black binder): Massachusetts Legal Services Programs and Contact Information  
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**Public Interest Law Firm Directory- Boston Area** 2002 (in report cover) (2), [KF390.5.P755 O62](#)

**Public Interest Group Profiles**: 2004-2005. Foundation for Public Affairs. Public Advocacy Groups, [JK1118 .P79](#)

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**Public Sector & Public Interest Attorney Salary Report**, NALP [ask at front desk](#)

**Public Service Directory**: A Listing of Pro Bono and Public Service Organizations in the Washington, D.C. Metropolitan Area **2004** **Please note**: this is no longer published; instead, consult **Directory of Legal Service Providers for Attorneys** at [www.dcbbar.org](http://www.dcbbar.org) found under "Resources" in the "For Lawyers" section, [KF336 .A338](#)

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**Serving the Public: A Job Search Guide 2006-2007**, Harvard Law School, DeBroff, Martyn, Shabecoff, Landers, ed.s. (2) [KF299.P8 P831 v.1](#)

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**The State PIRGs: 30 Years in Action in the Public Interest**, [JF529 .S72 2002](#)

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**Washington Council of Lawyers 2006 Registry of Summer Public Interest Opportunities** (white binder)  
also available online: <http://www.wclawyers.org/wclPublications.html>, [KF297.Z9 W37](#)

**Washington Council of Lawyers Public Interest Clearinghouse in Employment Newsletters binder**  
Monthly listing of legal, non-legal, summer, internship positions

**With Liberty & Justice for All**: A Nationwide Event Promoting Law in the Public Interest (video) [at front desk](#)

**Yale Law School Public Service Careers Resource Manual** 1999-2000. Spiral Binder. (2), [KF299.P8 Y34](#)

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See **Fellowships and Internships section**

Environmental Careers in the 21<sup>st</sup> Century 1999, Environmental Careers Organization, [GE60 .D69 1999](#)

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Directory of Environmental Web Sites, 2006, [GE32 .D57](#)

Environmental Law Careers Directory 2000 Ecology Law Quarterly, [KF299.E6 E58](#)

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2007 Book of Lists, Boston Business Journal

**The Almanac of American Politics**, 2008, National Journal Group

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**Boston D.A.:** The Battle to Transform the American Legal System, Sean Flynn, 2000, [HV9956.B6 F59 2000](#)

**Boston Transportation Fact Book and Neighborhood Profiles**, May 2002

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**CQ's State Fact Finder 2005**, Kendra A. Hovey, Harold A. Hovey

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2007 New York Edition [KF192 .N53](#)

**Massachusetts Political Almanac** 2007 Edition, Morton, Paradise, editors, [JK3130.A6 M414](#)

A comprehensive directory of the legislative, judicial and executive branches of Massachusetts government

**The New York State Directory 2006-2007**, [JK3430 .N52](#)

**Places Rated Almanac:** Your Guide to Finding the Best Places to Live in the United States and Canada, David Savageau, 2000, [HN60 .S284 2000](#)

**The Rhode Island Government Owner's Manual 2001-2002**, [JK3230 .A25](#)

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Who's who in the executive and legislative branches of the 50 state governments

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## SUFFOLK BOOKS (Yellow sticker w/ SU)

Suffolk Law: Suffolk University Law School Alumni Magazine, Spring 2006

Suffolk University Law School: David J. Sargent Hall, [KF292.S84 S84 1999](#)

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Academic Legal Writing: Law Review Articles, Student Notes, Seminar Papers, and Getting on Law Review, Eugene Volokh, 2005, [KF250.V65 2005](#)

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The Elements of Grammar, Margaret D. Shertzer, [PE1112.S54 1996](#)

The Elements of Style, Strunk & White, [PE1408.S772 2000](#)

Greater Boston Yellow Pages 2007-2008

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