

Career Development Library

REFERENCE MATERIALS



SUBJECT

Alternative Career Options

Bar Information

Corporate/Financial/Associations

Employment Newsletters

Federal Government/Public Policy

Fellowships and Internships

Handouts/Brochures

Intellectual Property

International

Job Search - General

Job Search - Legal

Judicial Clerkships

Law Firms

Legal Specialties

Networking Resources

Newspapers and Periodicals

Practicing Law

Public Interest

State and Local

Suffolk Books

Writing and Misc. Reference Books

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ALTERNATIVE CAREER OPTIONS

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*, [KF9084 .A1 A37](#)

Be Bold: Create a career with impact. Dorsey and Galinsky, 2006 Echoing Green; foreword by Don Cheadle and John Prendergast, [HF5381 .D67 2006](#) (2)

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

Beyond the Big Firm: Profiles of Lawyers Who Want Something More, Alan B. Morrison, Diane T. Chin, 2007, [KF 299 .P8 M67 2007](#)

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

Careers in the Nonprofit Sector, Stephanie Lowell, Harvard Business School Publishing, 2000, [HD2769.2.U6 L68 2000](#)

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

Family Mediator Referral Directory 2008, [KFM2500.F352001](#)

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

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

Fifty Unique Legal Paths: How to Find the Right Job, Ursula Furi-Perry (ABA), 2008, [KF297 .F87 2008](#)

The Lawyer's Career Change Handbook: More Than 300 Things You Can Do With a Law Degree: Hindi Greenberg, 2002, [KF297.Z9 G74 1998](#) (2)

Lessons form a Headhunter...with Heart: Spiritual and Practical Keys to Navigating (and Surviving!) Job Change, Patricia A. Commeford, JD, 2006, [HF5384 .C66 2006](#) (2)

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

Rethinking Work, Cliff Hakim, 2007, [HF5548.8 .H225 2007](#)

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, 3rd ed., Deborah Arron, 2004, [KF297 .A87 2004](#) (2)

Transitions: Making Sense of Life's Changes, William Bridges, 1980, [HQ799.97.U5 B74 1980](#)

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

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

BAR INFORMATION

Bar Admission Requirements 2009, NCBA and ABA, [KF302.A15 C66. 2009](#)

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 2008 Directory of Members, Bar Info., US and CT Courts (Maroon Binder), [KF192.C6](#)

Florida Lawyers Diary and Manual 2009, [KF192.F54 F56](#)

Maine Bar Directory 2008 (Black Binder), [KF192 .N3 B29](#)

Massachusetts Lawyers Diary and Manual 2009, [KF192.M38 L35](#)

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

MPRE Review Program Practicing Law Institute- **CD available at Front Desk**

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

Michigan Bar Journal April 2009, [KF200 .M5](#)

New Hampshire Law Directory and Daybook 2009, [KF192.N395 N48](#)

New York Lawyers Diary and Manual 2009 Bar directory of the State of New York, [KF192 .N53](#)

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ABA Journal (Newspapers and Periodicals rack)

Massachusetts Bar Association Lawyers Journal (Newspapers and Periodicals rack)

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Associations Yellow Book: Who's who at the leading US Trade and professional associations, Summer 2009, [HD2425 .A88](#)

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

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Financial Yellow Book, Summer 2009, [HG65 .F52](#)

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

Lawyer's Register International by Specialties and Fields of Law Including a Directory of Corporate Counsel, 3 Volumes, 2008, [KF190 .L369](#)

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

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

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

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

Employment Opportunities, USA, A Career News Service (Brown Binder), HF5381.15 .E4Z

FEDERAL GOVERNMENT/PUBLIC POLICY

The Book of U.S. Government Jobs: Where they are, what's available & how to get one, 10th Edition, Dennis V. Damp, 2008, [JK716 .D36 2002](#)

Congressional Staff Directory, Summer 2005, [JK1012 .C65](#)

Federal Legal Employment Opportunities Guide 2008-2009 NALP, (Black Binder), [KF299.G6 F439](#)

FedLaw: Legal Internships with Federal Agencies 2009. Career Education Institute. (Red Spiral), [LC1072.I58 F42](#)

The Federal Resume Guide Book, Fourth Edition, 2007. Kathryn K. Troutman, [JK716 .T73 2007](#)

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Government Affairs Yellow Book, Summer 2009, Leadership Directories, Inc, [JK1118 .G68](#)

Government Honors and Internship Handbook 2008-2009 (Black Binder), [KF279 .G68](#)

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

How to Land a Top-Paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Application Essays (KSAs), Interviews, Salaries, Promotions and More!, Lily Whiteman, 2008, [JK692 .W45 2008](#)

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

Vault Guide to Capitol Hill Careers: An inside look inside the beltway, 2003 1st edition, [JK1083 .V38](#)

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

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Where the Jobs Are: Mission Critical Opportunities for America, Partnership for Public Service and Careerbuilder.com, [KF 297 .C37](#)

FELLOWSHIPS and INTERNSHIPS

The Big Green Internship Book: Internships and Summer Jobs for the Environment, 2009, Career Education Institutes, Winston-Salem, NC, S946 .B53 2009

The Comprehensive Fellowship Guide - The Ultimate Resource for Law Students and Lawyers, 2008-2009, PSLawNet (Public Service Law Network), KF266 .C6

The Congressional Internship Book 2009-2011. Internships with the 109th Congress (Ecrú Spiral), JK1084 .C63

Equal Justice: Story of fellowship program, CD- **At Front Desk**

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

How to Pay for Your Law Degree 2004-2006, 1st Edition, Gail Ann Schlachter & R. David Weber. Reference Service Press, KF287 .S35 2004

The Internship Program at Suffolk University Law School -- Student Guide Fall 2008, Feeley, KF266 .I58

Internships in International Affairs 2004 Career Education Institutes (Tan Spiral), JZ1237 .I6Z

Internships with America's Top Companies 2008 (Lavender Spiral), HF1121 .I6Z

The Music & Entertainment Industry Internship Guide Spring 2003, LC1072.I58 M87 2003

Sports Internship Book 2009, Career Education Institute (Gray Spiral), GV583 .S66

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 and Funding** (Rappaport Center)

Summer Fellowships (Rappaport Center)

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: Making a Great Impression (CDO)

Judicial Clerkships: **Interviewing with Judges** (Silbey)

Judicial Clerkship Guide (CDO)

Kirstein Library (Business Branch of the Boston Public Library)

Large Firms: Applying Directly (CDO)

Lateral Hiring in MA

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

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Resumes

Salary Negotiations (CDO)

Sports and Entertainment Law Resources

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 (filed with Public Interest Handouts)

Thank You Notes

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

Transfer Student Resources

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)
Going In-House, NALP, 2003 (in Corporate Section)
Guide to Small Firm Employment (NALP)
How-Tos of Informational Interviewing (NALP)
Information for Gay Lesbian Bisexual and Transgender Job Applicants (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 Service Internships (NALP)
Resources for Conducting an Internet Search (NALP)
Searching for an Alternative (NALP)
Working with a Mentor (NALP)
A Guide for Women Law Students (NALP)

INTELLECTUAL PROPERTY

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

Martindale-Hubbell US States. US Federal, US Copyright, Patent, Trademark Law Digests; A.B.A. Codes, 2006, [KF190 .M374](#)
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Patent Agent's Exam, Patbar.com 2003, [KF3165 .P38 2002](#)

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

See also:

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LIST OF IP WEBSITES: ON LIBRARY SHELF IN IP SECTION AND IN HANDOUT RACKS

INTERNATIONAL

Careers in International Affairs, Seventh Edition, School of Foreign Service – Georgetown University, 2003, JZ1238.U6 C37 2003

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

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Guide to Education and Career Development in International Law 1991, International Law Students Association, K115 .I47 1991 (2)

International Directory of Lawyer Qualification: Education, Training, and Admission of Lawyers in Selected Countries Worldwide, NALP, 2004, K120 .I58 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 (White Binder), KZ3410 .I58

International LL.M. Career Planning, Yale Law School, 2006-2007 (White Binder), KF 297 .Y25

International Public Interest Law and Opportunities with International Tribunals and Foreign Courts, Yale Law School 2006-2007(White Binder), KF 297 .Y35

LL.M. Programs in International Law (White Binder), KF 297 .I56

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The National Jurist, Volume 16, Number 3, (Magazine), K115 .N38 2006

Public Service and International Law: A Guide to Professional Opportunities in the United States and Abroad, Harvard/Yale, Stephen K. Park, ed., 1998, K118.P82 P83 1998

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), KF 297 .U45

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Focus Europe, American Lawyer supplement (Magazine)

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The 110 Biggest Mistakes Job Hunters Make (and How to Avoid Them) An Insider's Guide to the Secrets of Successful Job Hunting, 2nd 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](#)

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Do What You Are: Discover the Perfect Career for you Through the Secrets of Personality Type, Paul D. Tieger & Barbara Barron, 2007, [BF698.9 .O3 T54 2007 \(2\)](#)

The Etiquette Edge: The Unspoken Rules for Business Success, Beverly Langford, 2005, [HF5389 .L36 2005 \(2\)](#)

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

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

Asked & Answered: Your Guide to Law School Success, Donna Gerson, 2008, [KF297 .G43 2008](#) (9)

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

Changing Jobs: A Handbook for Lawyers in the New Millennium, Heidi McNeil Staudenmaier, 1999 (ABA), [KF297.C463 1999](#) (3)

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

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

The Creative Lawyer: A Practical Guide to Authentic Professional Satisfaction, Michael F. Melcher (ABA) 2007, [KF300.Z9 M45 2007](#)

Flying Solo: A Survival Guide for the Solo and Small Firm Lawyer, Fourth Edition, K. William Gibson, Ed., 2005, [KF300.Z9 F59 2005](#)

From Law School to Law Practice: The New Associate's Guide Suzanne O'Neill & Catherine Sparkman, 2008, 3rd Edition (ABA), [KF300 .O56 2008](#)

Guerrilla Tactics for Getting the Legal Job of Your Dreams, 2nd Edition, Kimm Alayne Walton, 2008, [KF297 .W24 2008](#) (3)

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

Jagged Rocks of Wisdom: Professional Advice for the New Attorney, Morten Lund, 2007, [KF300 .L86 2007](#)

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Judge for Yourself: Clarity Choice, and Action in Your Legal Career, Miriam Bamberger Grogan, Heather Bradley, 2006, [KF298 .G76 2006](#) (3)

The Insiders Guide to Getting a Big Firm Job: What Every Law Student Should Know About Interviewing, Erika Finn, Jessica Olmon, [KF297 .F56 2009](#)

Law School Confidential: A Complete Guide to the Law School Experience: By Students, for Students, Revised Edition, Robert H. Miller, 2004, [KF283 .M557 2004](#)

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

The Legal Career Guru's Guide to The Perfect Legal Resume, J. Murray Elwood, 2000 (Spiral), [KF297 .E42 2000](#) (2)

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

Maximize Your Lawyer Potential Professionalism and Business Etiquette for Law Students and Lawyers, Ameer R. McKim, [K181.M35 2009](#) (2)

The Modern Rules of Business Etiquette, Donna Gerson, David Gerson, 2008, [KF319 .G475 2008](#)

Navigating Detours on the Road to Success: A Lawyer's Guide to Career Management, Kathleen Brady, 2005, [KF297 .B693 2005](#) (2)

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

The Opportunity Maker: Strategies for Inspiring Your Legal Career through Creative Networking and Business Development, Ari L. Kaplan, 2008, [HD69 .K37 2008](#) (2)

The Right Moves: Job Search and Career Development Strategies for Lawyers, Valerie A. Fontaine, NALP 2006, [KF297 .F668 2006](#)

Solo by Choice: How to Be the Lawyer You Always Wanted to Be, Carolyn Elefant, 2007, [KF300 .Z9 E44 2007](#)

Should You Really Be a Lawyer?: The Guide to Smart Career Choices Before, During & After Law School, Deborah Schneider, JD & Gary Belsky, 2005, [KF297 .S36 2005](#)

Unlearning Law School: The Key to Running Your Own Office, Jeremy T. Robin, 2006, [KF300 .R578 2006](#) (3)

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

What Law School Doesn't Teach You...But You Really Need to Know, Kimm Alayne Walton, JD. 2000, [KF297 .W344 2000](#) (2)

JUDICIAL CLERKSHIPS

- 2007 Litigator's Pocket Guide:** US State and Federal Trial Courts, American Lawyer, [KF8700 .A19 L58 1990](#)
- The 2008 Guide to State Judicial Clerkship Procedures** (Black Binder), Vermont Law School, [KF8771 .G8](#)
- The ALJ Handbook: An Insider's Guide to Becoming a Federal Administrative Law Judge** 1997. Federal Reports, Inc. (Booklet), [KF5421 .A45 1997](#)
- Almanac of the Federal Judiciary, Volumes 1** (2009-1) **and 2** (2009-1). Aspen Law & Business. (Binders), [KF8700.A19 A46 1994](#)
- The American Bench:** Judges of the Nation, Forster & Law, Inc., [KF8700.A19 A43](#)
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- Courting the Clerkship: Perspectives on the Opportunities and Obstacles for Judicial Clerkships** 2000, NALP/ABA, [KF8771 .C68 2000](#)
- Directory of Minority Judges:** Federal, State and Municipal Court, February 2007, New Jersey Judiciary, [KF 297 .N64 2007](#)
- Directory of State Court Clerks & County Courthouses,** 2009 Edition, [KF8700.A19 D574](#)
- Federal Appellate Court Law Clerk Handbook,** Joseph L. Lemon, Jr., 2007, ABA, [KF8807 .R86 2007](#)
- Federal-State Court Directory 2009 Edition,** [KF8700.A19 F42 2007](#)
- Judicial Clerkship Information** (Black Binder), [KF8771 .J83](#)
- Judicial Staff Directory,** Congressional Quarterly's- **Available through Lexis**
- Judicial Yellow Book,** Fall 2008. Leadership Directories. Who's who in federal and state courts, [KF8700.A19 J835](#)
- Judging: A Book for Student Clerks,** Lois J. Sirico, Jr., 2002, [KF8807 .J94 2002](#)
- Rhode Island Judiciary,** Rhode Island Government Owner's Manual, [KF 297 .R56](#)
- State Clerkships** (Black Binder), [KF 297 .C54](#)
- Suffolk Graduates who have done **Federal Judicial Clerkships** (Binder), [KF8771 .J836](#)
- Suffolk Graduates who have done **State Clerkships** (Binder), [KF8771 .J834](#)
- Suffolk University Law School Alumni in the Judiciary** (Binder), [KF8700.A1 S84](#)

LAW FIRMS

100 Largest Law Firms in Massachusetts 2007, Massachusetts Lawyers Weekly, [KF192.M3 M3](#)

2005/2006 BCG Attorney Search Guide, [KF266 .B34](#)

The American Lawyer, AM Law 100, Lists of the top American Law Firms, May 2009, [K1 .M448 AL](#)
AMLaw Second Hundred, June 2008

Associate Salary Survey, 2008 NALP- **Ask at Front Desk**

The Boston Lawyers Group 2008 Annual Meeting, "Two Views From the Top of the Diversity Agenda," DVD – **Ask at Front Desk**

The Insider's Guide to Law Firms 2000, [KF190 .I57 2000](#)

Jobs & JD's: Employment and Salaries of New Law Graduates, Class of 2007- **Ask at the Front Desk**

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Legal Times Directory Metro DC Law Offices 2004, [KF193.D57 D57](#)

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NALP Directory of Law Schools 2008-2009 National Association of Law Placement, [KF266 .N35](#)

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May also be accessed online at www.nalpdirectory.com

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Presumed Equal: What America's Top Women Lawyers Really Think About Their Firms, Suzanne Nossel, Elizabeth Westfall, 1998, [KF299.W6N671998](#)

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