

RESOURCES FOR TRANSFER STUDENTS

Welcome to Suffolk University Law School! The Career Development Office (CDO) provides a variety of career services for you as a transfer student to help you achieve your career-related goals. Please take advantage of the CDO's services and resources.

Career Development Office
Suite 120
Office Hours
Monday - Thursday: 8:45 a.m. - 6:00 p.m.
Friday: 8:45 a.m. - 4:45 p.m.
www.law.suffolk.edu/offices/career/

Career Counseling

Individual career counseling appointments are available to you as a transfer student. In order to make meaningful and satisfying career choices, the CDO will help you assess your strengths and skills and explore your interests both inside and outside the legal arena. If you are not familiar with the legal market in and around Boston, the CDO can provide information and introduce you to resources to help you increase your knowledge of the local legal market. Together with a CDO career counselor, you can clarify your career objectives, narrow your field of choices, and develop effective job search strategies.

The CDO staff provides assistance with resumes, cover letters, interviewing skills, negotiating salaries, and assessing job offers. A meeting with a career counselor is also recommended to learn more about the office and the services available. If you would like to schedule an appointment with a counselor, please call (617) 573-8148 or stop by the CDO located in Sargent Hall, Suite 120.

Adding SULS to Your Resume

In adding Suffolk to your resume, list Suffolk's name first and then the school that you transferred from underneath. Here is an example of how you would do this:

Education

Suffolk University Law School, Boston, Massachusetts
Candidate for Juris Doctor, May 2011 (Transferred August 2009)

University of Florida College of Law, Gainesville, Florida
Completed first year of legal studies, Fall 2008-Spring 2009
Class Rank: Top 5%

For information about drafting a legal resume, please see the CDO's handout on resume writing located in the CDO's office and on-line at <http://www.law.suffolk.edu/offices/career/handouts/>.

Resources

The CDO has a weekly newsletter, *Spotlight*, which contains important announcements regarding programs, employment opportunities, scholarships, and judicial clerkships. It can be found in the CDO or

on-line at www.law.suffolk.edu/career. In addition, the CDO has a Resource Library that contains numerous career-related publications addressing employment opportunities and specific employers, fields of law, and current trends in the legal marketplace. It is open during regular office hours. Among the resources available to you are:

- Legal Directories
- Judicial Directories
- Domestic and International Job Listings
- Federal and State Government Directories
- State Bar Information
- International Careers Information
- Fellowship Information
- Employer Literature
- Trade Journals
- Legal Newspapers
- Alumni Directory
- Annual Salary Surveys
- Legal Career Publications
- Alternative Career Publications
- Job Search Guides
- Career-Related Handouts and Materials
- Videotapes of CDO Programs

Several computers are available to students and graduates in the CDO Resource Library. Each computer has access to LexisNexis, Westlaw, and the Internet. Additionally, Microsoft Word and WordPerfect are available to be used to prepare resumes and cover letters.

Workshops and Career-Related Programming

The CDO regularly offers workshops and career-related programming throughout the academic year. You are welcome to attend any programs of interest. Career program information, including dates and times, is located on the CDO website, in *Spotlight*, and included in the Dean of Students e-newsletter to students. It can also be found in the CDO's Programs handout that is updated each semester. Below is a list of a few of the career-related programs the CDO provides:

- **Resumes** - Learn how to write a resume that makes you marketable to an employer.
- **Cover Letters** - Learn how to write cover letters that pique an employer's interest and make you a candidate for an interview.
- **Interviewing** - Your resume gets you the interview, but your interview gets you the job. Come hear interview tips that will help you be the best candidate you can be.

On-Campus Recruiting (OCI)

In order to participate in any on-campus recruitment program this season, you need to become acquainted with and utilize the CDO's web-based recruitment management system, Symplicity. All aspects of fall recruiting and how to use Symplicity are covered in the CDO's Student Guide to Symplicity (<http://www.law.suffolk.edu/offices/career/handouts/documents/StudentGuidetoSymplicity.pdf>). You can also bring a copy of your resume and cover letter to a career counseling session if you would like to have it reviewed.

For OCI dates, times, and employers, please see the Fall 2009 Recruitment Programs and Participating Employers on-line at <http://www.law.suffolk.edu/offices/career/oci.cfm>. Please note that many of the large law firms do not participate in on-campus recruiting. If you would like to apply to these law firms, most of their recruiting begins in early August so you would need to begin researching hiring timelines as soon as possible.

Honor Boards

Suffolk University Law Review <http://www.law.suffolk.edu/highlights/stuorgs/lawreview/>

Transnational Law Review <http://www.law.suffolk.edu/highlights/stuorgs/transnat/homepage.html>

Moot Court Board <http://www.law.suffolk.edu/highlights/stuorgs/moot/>

Journal of High Technology Law <http://www.jhtl.org/>

Journal of Health & Biomedical Law <http://www.jhbl.org/>

Transfer students interested in Honor Boards should contact them as soon as possible.

Job Postings

Job listings are posted on Symplicity, the CDO's web-based recruiting system. If you do not have a username and password to access Symplicity, please visit the CDO. The CDO also has a handout that contains a list of websites with job postings. It is available in the CDO Resource Library and is posted on the CDO's website.

Mock Interviews

Mock interview sessions are provided throughout the year in an effort to assist students and graduates with the development of effective interviewing skills. A mock interview session consists of a one hour appointment with a member of the CDO staff. During the first twenty minutes, you answer a number of questions typical for an interview. The remaining time is spent reviewing the session and identifying and discussing effective and ineffective responses.

Networking/Meeting Suffolk University Law School Graduates

The CDO has a Career Advisory Network (CAN), a listing of hundreds of successful Suffolk University Law School graduates who have volunteered to speak with students about their specialization(s), employer type, and/or geographic location. The CDO encourages you to take advantage of this valuable resource. Go to the CDO's website, www.law.suffolk.edu/career, click on Alumni Career Network, then click on "Register Now" to access the Career Advisory Network.

The CDO also has the Suffolk University Law School Alumni Directory which is located at the front desk in our office. This resource can be used to find graduates who are practicing in your area of interest and to contact them to find out more information about what they do. You can also meet graduates by attending many of the CDO programs. Stop by the CDO to find out when the next networking program will occur.

As a transfer student, you have access to all of the CDO's career services and resources. We in the CDO look forward to helping you. Please stop by our office today.