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# Widener law Career Connection

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A publication of the Career Development Office at Widener Law

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## PROFESSIONAL DEVELOPMENT TIPS

Whether you are a summer intern or a new associate, the following tips will help you succeed in your legal career:

**-Be on time!** Always arrive to work early or on time. Stay late and work through lunch when needed to complete time sensitive projects.

**-Make a good first impression!** You have 5-10 seconds to show employers that you are confident and assertive. Greet people with a firm handshake and make eye contact for about 3 seconds.

**-Be organized!** Bring a notepad and pencil to every meeting and take notes on your assignments. Ask questions and get enough information to get started on your work assignments. Ask your supervisor whom you should contact for additional information and get a specific due date on all assignments.

**-Give Updates!** Check in with your supervisor regularly to give her an update on your progress with each assignment.

**-Use email professionally!** It is recommended only to use email to convey factual information or to set meetings, phone calls, etc. Be sure to use formalities when addressing superiors

(Dear Mr./ Ms.) Reread your email prior to sending and save copies of your email in your sent file for your records!

**-Ask for feedback!** Many firms incorporate mentoring/feedback sessions into their summer and full-time employee development programs. If your employer does not, ask your supervisor for feedback on your work periodically. Be sure to accept any constructive criticism with an open mind. Do not take it personally! This feedback will help you become a better lawyer and more valuable to any employer!

**-Dress for Success!** You should always dress professionally every day unless your employer tells you otherwise. **Professional attire for men** is a dark suit. Navy blue, grey or black suits make a great impression, especially when paired with a white or light blue shirt and conservative tie. Wear coordinating polished shoes. Remove all piercings, camouflage any visible tattoos and wear a subtle cologne or none at all. Be sure your hair is neatly cut and your face is clean-shaven. **Professional attire for**

**women** is also a dark suit with a white or light colored shell. The skirt should fall at the knee or just above the knee. **Both men and women should make sure suits are conservative.** Trendy styles, including bold patterned fabrics, low-ride slacks, etc. present a less powerful image in the workplace and should be avoided. **If your employer requires business casual attire, stick to the following formula: for men** - long-sleeved solid colored (white or light blue) shirts with a tie and tailored slacks, **for women**- tailored pants or skirts with a neutral or muted color blouse. Choose coordinating closed-toe shoes with a small heel (no higher than 1.5 inches) and pantyhose. Wear light makeup and jewelry; hair should be neat and well-groomed. Wear light perfume or none at all.

Remember, your best accessory is a smile and an air of confidence!

**WIDENER LAW CAREER  
DEVELOPMENT OFFICE OFFERS  
TWO NEW JOB FAIRS THIS FALL**

As part of our ongoing effort to expand your employment opportunities, we have partnered with the Greater Philadelphia Area Law School Consortium (otherwise known as GPALS - Dickinson, Rutgers-Camden, Villanova, University of Pennsylvania, Temple, Widener) to bring you two new job fairs this fall:

**MARK YOUR CALENDARS:**

**The 6 in 1 Law Placement program on October 5, 2007:** This job fair will allow employers to interview law students from the six area law school at one location at Temple University Center City Philadelphia campus. We are expecting participation by a wide variety of local employers so you don't want to miss this opportunity.

**D.C. Interview Day** – Widener Law will also participate in GPALS' first **Washington, D.C. interview day on October 12, 2007**. D.C. area employers have been invited to meet candidates in Washington, D.C. for a day of interviewing. Plans are ongoing so stay tuned for further details on how to apply.

**\*\*IMPORTANT:** Since we are collaborating with other law schools on the above job fairs, we will be using a **separate Symplicity site** to process your applications. **You will receive a password for this site in mid July** along with further instructions on how and when to apply.

**DIVERSITY JOB FAIRS**

**IMPACT job fair** – Friday, August 10, 2007, Sheraton Crystal City Hotel, Arlington, VA

This job fair invites law students and lawyers with disabilities from the Classes of 2009 and earlier from law schools

across the country! To register, click

<http://www.law.arizona.edu/Career/Impact/studentregistrationintro.cfm>

The student deadline to register is Friday, July 6, 2007.

**The Philadelphia Area Minority Job Fair (PAMJF)** will be held on **Saturday, September 8, 2007** at the Lauder Career Center on the University of Pennsylvania campus in Philadelphia. PAMJF brings law students together with private and public sector legal employers from our region to interview students for summer and permanent jobs for 2008. Although minority and other diverse students are the focus of the Job Fair, any student who submits an application will be considered for an interview. All students are welcome to apply. The PAMJF website is [www.pamjf.org](http://www.pamjf.org). The website contains application forms, a list of participating employers and instructions. **Your application must be submitted to the CDO by 12:00 p.m. on July 3, 2007.**

**The National Lesbian and Gay Association** invites students to attend this year's **Lavender Law Conference and Career Fair** at the Hilton Chicago in Chicago, IL on September 6 – 8, 2007. The Lavender Law Career Fair, held on Thursday, September 6, 2007, brings representatives from major law firms to meet with students from around the country. The **early registration deadline** is August 15, 2007. For more information and to register, check out [www.LavenderLaw.org](http://www.LavenderLaw.org).

**Vault and the Minority Corporate Counsel Association (MCCA)** are hosting 3 legal diversity career fairs in August, 2007. This is an

opportunity for you to gain exposure to over 100 legal employers from across the U.S. (attending the 3 events) as well as valuable educational content through presentations, panel discussions, and interactive sessions focused on interviewing, career options, associate life, women & minority law leaders and more. For more information on the event and to register please visit

[www.vault.com/legaldiversity](http://www.vault.com/legaldiversity)

**JUDICIAL CLERKSHIPS and  
PUBLIC INTEREST/PUBLIC  
SECTOR networking  
opportunities**

**REMINDER: June 11, 2007** is the kick off date for the Class of 2008 to apply for post graduate federal judicial clerkships using OSCAR, the Online System for Clerkship Application and Review. For more information on federal clerkships and OSCAR, go to <https://oscar.symplicity.com/>

**Interested in Public Interest  
Law? Check out the 2007  
Summer Brown Bag Lunch  
Series**

Bring your lunch and join your fellow students for a series of informational sessions featuring many of the leading public interest organizations in the greater Philadelphia area. Unless otherwise indicated, each program will take place each Friday beginning June 1, 2007 at the Philadelphia Bar Association, 1101 Market Street, Philadelphia, PA from 12:00-2:00 p.m. For a schedule of participating public interest employers and topics, see attached flyer.

## **FALL OCI NEWSFLASH!!**

This Fall the Career Development Office will be using **Symplicity™** to administer Fall Recruitment. This means most of your applications and interview sign-ups will be done electronically! Therefore, you will need to **pay close attention to DEADLINE DATES, The OCI Session(s) on Symplicity™, and pertinent EMAILS from the CDO.**

**NOTE: YOU MAY BEGIN SUBMITTING TO EMPLOYERS THROUGH SYMPPLICITY™ ON JULY 1<sup>ST</sup>.**

**YOUR FIRST OCI DEADLINE (Submit or Bid By:) DATE WILL BE AUGUST 1<sup>ST</sup>.**

The On- and Off-Campus Schedules are attached. **These schedules will also be posted on our website.** On-Campus Employers are listed first by **DEADLINE (Submit or Bid By:) DATE**, and second by **On-Campus Interview Date.**

Each "**Employer Name**" includes the address and contact information if a cover letter is required. A "**Website**" address is included and will appear as a link on the web. The "**Campus**" heading denotes at which campus the employers will be conducting interviews (DE-Delaware; HBG-Harrisburg). Please pay attention to the "**Class Years**" listed. If your year does not appear for an employer that you are interested in, you are not eligible to apply to that employer through the Widener OCI program. However, please note: If you are a 2E student (Class of 2010), you may apply to employers requesting applications from the Class of 2009. (*Please Note: Evening/Extended division students **must** be available to work full-time during the summer.*) Most "**Qualifications**" listed are "Preferred." Keep this in mind when submitting to an employer. If you are

interested in a particular employer and fall short of the class percentage (but are pretty close), we encourage you to submit. The "**Application**" column tells you what documents each employer requires, i.e., Cover Letter, Resume, Transcript, Writing Sample and References. Make sure that all of these documents have been uploaded on **Symplicity™**. If an employer has chosen not to use **Symplicity™** for OCI, you will need to submit hard copies of the required documents. Be sure to submit **ONLY** the documents requested by the employer. In other words, if they don't ask for a cover letter, don't submit one as you will be wasting your time and paper. Last, but not least, is the "**Submit Through**" column. All On-Campus applications will be submitted electronically through **Symplicity™ (SYMP)** or by hard copy to the Career Development Office (**CDO**). Off-Campus Employers may request that you apply directly to their office. Be sure to include a cover letter for those applications.

### **Symplicity™ How To Access It:**

- <https://law-widener-csm.symplicity.com/students>
- Log on using the username and password provided to you via email. (*Your username is your Widener email address unless you have changed to an alternate email address.*)
- Review Fall Recruitment Sessions found under OCI so you do not miss any opportunities.
- Note critical dates, like **deadline** (for applications) and **date of event** (interview date).

- Note required application materials and hiring criteria.

- If you forget your password, go to the "Forgot My Password" tab at the login page on **Symplicity™**. **Enter your WIDENER LAW email address (which is your user ID).** Your password will be regenerated and resent to your Widener Law email account.

- Contact the CDO at **302-477-2163** or email: **Career.development@law.widener.edu** with any questions or concerns.

### **Symplicity™ How To Upload Documents:**

1. Once logged on to **Symplicity™**, click on "Documents" tab at the top of page.
2. Click on "Add New" button.
3. You will see a text box called "Label". In this box, type in the name of your document, i.e., resume, writing sample, transcript etc.
4. Select Document "Type" i.e., resume, cover letter, transcript, writing sample.
5. Click the "Browse" button to select location of your document.
6. Click the "Submit" button at the bottom of the page.
7. Wait for document to process. Once processed you can view it as an Adobe file or Word document.

**TOP TEN LIST OF THINGS YOU NEED TO DO FOR FALL OCI PARTICIPATION:**

10. Upload your RESUME to Symplicity™ for review by a Career Counselor.

9. Upload your Writing Sample to Symplicity™ (best Legal Methods paper). *You are allowed to incorporate your professor's suggestions into your paper prior to submitting it as a writing sample. You will need to obtain permission to use a document prepared for an employer.*

9. Upload your References to Symplicity™. *Prepare an Addendum listing the name, title, work address and work phone of your references. Try to get three references. Always confirm this information with your references and advise them when you are interviewing. Follow-up with a courtesy copy of your resume to your references.*

8. Upload your Transcript to Symplicity™. *Obtain a student copy of your transcript from the Registrar's Office beginning the last week of June. Please allow the Registrar's office at least 24-48 hours to process your request. The cost of a student copy transcript is \$2.00. You will need to scan your transcript and save as an adobe pdf file before uploading.*

7. LOG ON TO Symplicity™ REGULARLY and review Widener Law OCI Sessions FOR UPDATES.

6. PAY CLOSE ATTENTION TO STUDENT "SUBMIT/BID" DATES. *Note: Students must submit to "Session 1" OCI Employers beginning July 1<sup>st</sup> to August 1<sup>st</sup>.*

5. CHECK YOUR EMAILS REGULARLY FOR UPDATES.

4. CHECK THE WEBSITE REGULARLY FOR UPDATES.

3. Schedule an appointment with a Career Counselor over the summer.

2. Contact the Career Development Office if you have ANY questions or concerns.

1. AND THE NUMBER ONE THING YOU NEED TO DO TO PREPARE FOR FALL RECRUITMENT IS.....

**READ THIS ENTIRE "CAREER CONNECTION!!!**

**AND HAVE A GREAT SUMMER!!**

**IMPORTANT LINKS:**

**Symplicity™:**

<https://law-widener-csm.symplicity.com/students>

**CDO Website:**

[www.law.widener.edu/go/recruitment](http://www.law.widener.edu/go/recruitment)

**TWEN:**

[www.lawschool@westlaw.com](mailto:www.lawschool@westlaw.com)

