OUR SERVICES

Fordham Law’s Career Planning Center (CPC) assists J.D. students and alumni in their career exploration and development. This Guide will help you maximize all the services of the CPC.

I. CPC Hours During the Academic Year

<table>
<thead>
<tr>
<th>Days of the Week</th>
<th>CPC Main Office and Resource Library Hours (Open to Students)</th>
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</thead>
<tbody>
<tr>
<td>Mondays, Tuesdays, Thursdays &amp; Fridays</td>
<td>10:00 am to 6:00 pm</td>
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<tr>
<td>Wednesdays</td>
<td>10:00 am to 6:30 pm (Resource Library and Evening Division Student Appointments Only)</td>
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* The CPC Resource Library is open from 10:00 am to 6:30 pm on Wednesdays during the Fall and Spring semesters. Additionally, one counselor is available for appointments on Wednesdays until 6:30 pm during the Fall and Spring Semesters. Please note that the 6:00 pm appointments on Wednesdays are reserved for evening division students.

II. CPC Summer Hours

From the end of Spring Semester classes, until the start of Fall Semester classes, the CPC Main Office and Resource Library are open Monday-Friday from 10:00 am to 6:00 pm, except that the Law School and CPC will be closed on Thursday, July 3 and the following Fridays: July 4, July 11, July 18 and July 25, August 1 and August 8, 2014, as well as on the weekends.

III. CPC Resource Library

Suite C – 100; (phone) 212-636-7602 and (fax) 212-636-7852. See Section XIV below for a full description of the CPC Resource Library.

IV. “CPC Weekly Happenings” Weekly Emails

Each Monday during the academic year, the CPC circulates the CPC Weekly Happenings newsletter via email. The email contains a list of the week’s events and a Resource Corner, with a Resource of the Week and Resource Library tip. This weekly email should be read carefully to capture important information.
V. CPC Website

The CPC website is comprised of sections that are available to the public and sections that are password-protected (marked with asterisks). General information is posted on the website, including the center’s hours of operation, drop-in hours, and staff members’ biographies.

VI. Counseling

There are two ways to speak with CPC’s counselors:

A. Drop-In Hours: Drop-in hours are designed to assist you by providing quick answers to brief career-related questions. One CPC counselor is available for drop-ins during each hour, and will meet with each student for a maximum of fifteen minutes, providing for meetings with up to four students. Drop-in sessions may be conducted via telephone.

1. When are Drop-In Hours? Monday through Thursday from 12-1pm, 1-2pm, 2-3pm, 3-4pm and 5-6 pm.

2. How Do I Sign Up for a Drop-In? To speak with a counselor during drop in hours, you may either visit the CPC in person or call 212-636-6926. Sign up is on a first come basis. Students seeking a phone drop-in may call up to 15 minutes before the start of the hour. Students who come to the CPC may sign up to 15 minutes prior to the start of a drop in hour and must remain in the CPC office or forfeit their drop-in slot. If you call in, a member of the Front Desk staff will take your phone number and provide you with the time slot during that drop-in hour when a counselor will call you back.

B. Appointments: To schedule an appointment with a counselor, call 212-636-6926 or stop by and speak to one of the CPC Front Desk staff.

1. How Long are Appointments? Counseling appointments are generally one-hour long. During high demand periods, especially July, November and December counseling appointments may be limited to thirty minutes. To discuss a resume or cover letter bring a draft for the counselor to review.


3. Are There Evening Hours? Our counselors are available to speak with you over the phone or in-person during regular business hours, and a counselor is available each Wednesday evening until 6:30 pm during the Fall and Spring semesters for evening student appointments.

4. Preference Counseling: Designed to assist students in crafting their bid list for Early Interview Week (EIW) (see below), the CPC offers Preference Counseling in 30 minute blocks during the 3 week period leading up to the EIW bid deadline. The CPC sends an email to students in May with details about the Preference Counseling sessions.
VII. Resume Critique Service

CPC counselors are always happy to work with students on their resumes.

A. **What is the Resume Critique Service?** To use the resume critique service, just drop off your resume with one of the CPC Front Desk staff or email it to careers@law.fordham.edu along with a completed Resume Critique Form for your class year (which can be found on the Current Students, J.D. page on the CPC website, by going to CPC Services and clicking on Resume Drop Off Service). You will normally receive a phone call to pick up the reviewed resume within two business days.

B. **What Should I Do Before I Use the Resume Critique Service?**

1. Review the Guide to Resumes and Cover Letters (also available in the Professional Development Handbook). This Guide is also available as part of the online version of the Professional Development Handbook on the Current Students, J.D. page of the CPC website. Hard copies of the Guide are available in the CPC Resource Library.

2. The CPC hosts both General and Second Career focused Resume Drafting Workshops and Cover Letter Drafting Workshops in October and November for first-year day and second-year evening students. For the dates, times, and locations of these workshops students should visit the Current Students, J.D. page on the CPC website and select CPC Programs (Calendar of Events).

C. **Resume Critiques during Drop In Hours** You may bring your resume to a drop-in hour or schedule an appointment with a counselor to review the resume.

VIII. Cover Letter Review

Your cover letter is a critical marketing tool. It is essential that it paints a positive picture of who you are and the type of employment you are seeking. Because of the personal nature of cover letters, the CPC does not provide a drop off critique service, as we do for resumes. Instead, we recommend the following approach to ensure your cover letters are the best possible versions.

A. **How Can I Work with a Counselor on My Cover Letter?**

1. We recommend that you schedule an appointment or utilize the drop-in hours. It is helpful to bring a copy of your resume and a draft cover letter or an outline to your counseling appointment or drop in session.

2. Discuss your cover letter, job search goals, and the experiences on your resume with your counselor and then you can return with a draft for follow up with the counselor to review. Once we have a sense of who you are and what you are looking for, we can do a more effective job helping you craft a cover letter specifically tailored to your individual career objectives.
B. Is There a Guide to Cover Letters and Samples? The Guide to Resumes and Cover Letters, which may be found in the Professional Development Handbook, has numerous sample resumes and cover letters that are correlated to each other.

IX. Interview Preparation

A. Mock Interviews: A great way to practice for an interview is to schedule a mock interview with a CPC counselor.

1. How Can I Schedule a Mock Interview?
   a. Call or visit the CPC to make an appointment for a mock interview.
   b. You will be asked to complete a “Mock Interview Form” and email it along with a copy of your resume at least one (1) business day prior to your mock interview appointment.
   c. The CPC coordinates a formal mock interview program with practicing attorneys in July to prepare you for the upcoming Fall On-Campus Interview Program. Space is limited for the formal mock interview program and sign up is on a first-come basis. Students may sign up for an interview slot on one of the two evenings this program is conducted. Detailed information on the formal mock interview program is disseminated via email in mid June.

B. Interview Prep Sessions: A CPC counselor can help you to prepare for an upcoming interview, either in person or by phone.

1. What Kinds of Topics Will Be Discussed? Some topics the counselor will review include:
   a. Proper interviewing etiquette
   b. Materials to bring with you to the interview
   c. How to best highlight your strengths and minimize your weaknesses at an interview
   d. Information you should know about your prospective employer
   e. How to handle tough questions

2. How Can I Schedule an Interview Prep Session? Call or visit the CPC to schedule your interview prep session.

X. Job Listings

A. What is the CPC Job Bank? The Job Bank is a dynamic system containing opportunities for both current students and alumni, ranging from term-time internships, summer positions, part-time, entry level and experienced graduate positions. The CPC actively engages with employers to garner opportunities for the Job Bank.

B. How Can I Access the CPC Job Bank? You may access the CPC Job Bank from the CPC website by visiting the Current Students, J.D. page and then selecting CPC Job Bank.
(Simplicity) under the CPC Online Job Search Resources heading. The Job Bank is housed in Symplicity, which is also the On-Campus Interview Program software. Please note that there is a separate username and password for Symplicity. The CPC sends students their Symplicity username and password to their Fordham Law School email account after October 15 of their first year. Thereafter, if a student forgets their password they can use the “Forgot My Password” tab in Symplicity and your password will be emailed to your FLS email account. (Your username is your entire FLS email address; e.g., jdoe@law.fordham.edu).

XI. Career Development Programming

The CPC runs a wealth of career development programming in three areas: Skills-Based, Career Exploration and Professionalism/Career Success. For semester-specific programming information visit the Current Students, J.D. page on the CPC website select the CPC Programs (Calendar of Events) link. Attendance at these programs is strongly encouraged. The CPC requests that you register online if you plan to attend. If you register, make sure to either attend the event or call the CPC or other sponsoring organization to cancel. Our annual programs typically include:

A. **Orientation for the Fall On-Campus Interview Program:** Held late in the Spring semester, this orientation provides an overview of the process that brings approximately 225 legal organizations to campus to interview upper-division students for summer and post-graduate entry level positions.

B. **The Mock Interview Program:** During the weeks before EIW, approximately 50 alumni come to campus on two separate evenings to conduct practice interviews for interested students. Space is limited. Detailed information on this program is emailed in June.

C. **The “Practice in Action” Series:** During the Spring semester, panelists from a variety of practice areas and employer types come to speak about their areas of expertise.

D. **The “What to do Now…” Series:** Held throughout the school year, these programs provide students with information on what they can do throughout law school and early in their career to prepare for opportunities in different types of legal positions.

E. **The “Secrets to Success…” Series:** During the Spring semester, these programs provide students with a practical understanding of what it means to practice law.

F. **Featured Speakers:** Throughout the year, the CPC invites well known speakers to address topics of interest to the student body. Such topics have included “The Secrets of Small and Mid-Sized Firm Hiring” with Donna Gerson and “The A to Zs of Judicial Clerkships” with Debra Strauss.

G. **Public Service Sector Programs:** Throughout the year, individuals from a variety of public service sector employers participate on panels. Topics include “Interviewing for Judicial Clerkships,” “The State Court Clerkship Panel,” and “Acing Your Interview: The District Attorney’s Office.” The CPC also co-sponsors programs hosted by the Public Interest Resource Center (PIRC) in this area.

September 2014
H. **CPC Skills Based Programs:** Skills based programs include “Resume Drafting Workshops,” “Cover Letter Drafting Workshops,” “Interviewing Skills,” and “Job Search Strategy” workshops.

XII. **On-Campus Interview Program**

Fordham Law’s On-Campus Interview (OCI) Program has two parts:

A. **Spring OCI:** The Spring OCI Program facilitates first-year summer hiring, primarily for government agencies and corporate legal departments, and serves those employers, mostly small law firms, who usually hire upper division students in the spring.

B. **Fall OCI:** The Fall OCI Program brings together law students and employers to interview for what are commonly referred to as summer associate and entry level associate positions. The majority of these employers are large law firms, although some mid-size firms, corporations, public interest and government agencies do participate. Students who have completed their first year studies in the previous May are eligible to participate. There is an annual Fall OCI Program orientation in April and attendance is highly recommended.

XIII. **Judicial Clerkships**

Judicial Clerkships are post-graduate positions with judges, as opposed to judicial internships/externships, in which students work for judges during law school. The CPC, in conjunction with the Faculty Clerkship Committee, assists students with the clerkship application process.

*Learn More About the Judicial Clerkship Program:* For more information on the FLS Judicial Clerkship Program visit the Current Students, J.D. page on the CPC website and select the Post Graduate Judicial Clerkships. Interested students are encouraged to schedule an appointment with a career counselor and attend those programs presenting information on judicial clerkships.

XIV. **CPC Resource Library**

Law School Lower Level: 212-636-7602.

A. **Hardcopy Resources:** The CPC maintains books, directories and publications on legal careers. Students may view a partial list of the books and other documents contained in our Resource Library through the Law Library FULLPAC system. Go to [http://lawpac.lawnet.fordham.edu/search/X](http://lawpac.lawnet.fordham.edu/search/X), choose CPC Resource Library for the location, and enter an asterisk (*) in the search field. These resources are available during business hours; they may not be checked out or taken from the library. Many of the CPC’s books are also available in the Law Library. Available books are noted in the above link.

B. **Computers:** There are three computers and one pharos print station for use in your job search.
C. **Fax, Printer and Copier:** For student use in the job search.

D. **Scanner:** There is one scanner for students to use in scanning transcripts and job applications. The scanners are located on the 5th and 6th floors of the law library.

E. **CPC Handouts and Guides:** Copies of all CPC handouts and Guides are available. These materials are also available online on the Current Students, J.D. page of the CPC website under the CPC Job Search Guides and Materials link.

F. **CPC Programs:** The CPC records all programs. You may view past programs on the CPC website by visiting the Current Students, J.D. page, going to Past Programs, clicking on the link to the type of program you wish to view and clicking on the particular program.

G. **Online Resources:** In addition to the hardcopy resources in the CPC Resource Library, the CPC website contains a section entitled CPC Online Job Search Resources, featuring links to numerous websites categorized by topic as well as links to resources such as the Summer Job Evaluation Database, the CPC Job Bank, and the NALP Directory of Legal Employers. You can access these resources by visiting the Current Students, J.D. page on the CPC website and clicking on the CPC Online Job Search Resources link.

H. **Resource Library Tours:** Visit the CPC Resource Library Fridays at noon during the academic year for a tour and to meet the Resource Associate.

I. **Mail Merge Training:**
   - **What is a Mail Merge?** Mail Merge is a software function which creates multiple (and potentially large numbers of) documents from a single template form (such as a cover letter) and a structured data source (such as an Excel spreadsheet). The letter may be sent out to many "recipients" with small changes, such as a change of address or a change in the greeting line.
   - **How can Mail Merge Help Your Job Search?** The Mail Merge software is very useful when you are sending out multiple cover letters with the same, or almost the same, content. For example, it can be used to create cover letters to send to federal judges.
   - Mail Merge training is given on Friday afternoons at 12:45pm and 3:00pm. You may simply come to the CPC Resource Library at the designated times.
Appendix A

Career Planning Center Website for Current J.D. Students

- CPC Services
- PIRC Public Service Career Support
- CPC Programs (Calendar of Events)
- CPC Job Search Guides and Materials, containing:
  - The Professional Development Handbook (link to the entire Handbook online)*
  - Judicial Internships/Externships Resources*
  - Evening Students
  - Other Career Development Guides
  - Instructions on Performing Mail Merges
  - FLS Grade Sheet Template (with instructions)
  - CPC Resources on Professionalism and Career Success
- Post-Graduate Judicial Clerkships*
- CPC Recruitment Programs, describing:
  - General recruiting materials and links to Symplicity and the Summer Job Evaluation Form
  - Fall On-Campus Interviewing (OCI) Program
  - Spring OCI Program
  - OCI Resources
- CPC Online Job Search Resources, including:
  - Summer Job Evaluation Database (on Symplicity)
  - CPC Job Bank (on Symplicity)
  - NALP Online Directory of Legal Employers
  - Vault Online
  - PSJD – NALP’s Public Service Jobs Directory
  - Internships-USA.com
  - The Federal Government Honors and Internships Website
  - Public Policy Handbook
  - Information on Selected Job/Career Fairs Nationwide
  - Idealist
  - Additional Online Resources
- CPC Past Programs
- PIRC Calendar of Events and Past Programs

To access the password-protected sections of the website, you will be prompted to enter your User ID and Password (User ID: the first part of your Fordham Law email; e.g. if your FLS email is jdoe@law.fordham.edu, then your User ID is jdoe; Password: the same password you use to access your FLS email account and the Citrix system).