Welcome to Fordham Law School. The Career Planning Center (CPC) offers Fordham Law Students a variety of services and resources related to identifying and securing professional employment. Below are answers to some frequently asked questions.

1. **What Steps Must a Visiting J.D. Student Take to Access CPC Services?**

   Prior to gaining access to CPC Services, you must register. To register, you must:

   - Step 1: Receive notification of admission to FLS.
   - Step 2: Pay your deposit to FLS.
   - Step 3: Register for at least one class.

   **TIP:** Students cannot register for classes until their deposits are received and recorded by the School. After you pay your deposit, it will take several business days for the deposit to be recorded. **Please note: FLS and the CPC are CLOSED Thursday, July 3; four Fridays in July (July 4, 11, 18 and 25); and two Fridays in August (August 1 & 8), as well as on the weekends.**

   Once registered, beginning on Monday, July 21 you may contact Ann Murray at aanmurray@law.fordham.edu to notify the CPC that you have registered. Once Ms. Murray has confirmed your status, you will receive, via email, information on how to gain access to the password-protected portions of the CPC website and to Symplicity, both of which are necessary to access our Online Job Bank (see Questions 3 and 5, below).

2. **What Career Planning Center Services are Available to Visiting J.D. Students?**

   Beginning on Monday, July 21, Visiting J.D. Students who have registered may avail themselves of all of the resources of the CPC, except for the 2014 Fall On-Campus Interview Program including Early Interview Week, the Resume Advance Program, Fall Weeks 1-8 and the Resume Collect Program, while studying at Fordham Law School.

3. **How Long are the CPC’s Services Available to Visiting J.D. Students?**

   When Visiting J.D. Students have taken their last Fordham Law School exam, concluding their time at Fordham, they may no longer access Fordham Law School services, including those provided by the CPC and access to Fordham Law School’s Symplicity site. Instead, Visiting J.D. students should avail themselves of the services of their home school.
4. What Specific Services does the CPC Provide to Visiting J.D. Students?

The CPC offers a variety of services, including:

- **Individual counseling sessions** are available during pre-scheduled hour long appointments. During particularly busy periods, most specifically in November, December and July, counseling appointments may be limited to thirty minutes each. Individual counseling sessions with a CPC counselor may be done in person or by phone.

- **The CPC Drop-In Service** allows students to meet with a counselor for up to 15 minutes during the designated Drop-In times of 12-1:00 pm; 1-2:00 pm; 2-3:00 pm; 3-4:00 pm; and 5-6:00 pm, Monday through Thursday. Drop-Ins can be done in person or over the phone. Drop-Ins are on a first come basis and during busy periods can fill up. Students can not pre-schedule drop-in times; instead they may come to the CPC or call up to 15 minutes prior to the start of the specific drop-in hour.

- **Resume critiques** are available during scheduled appointments, drop-ins, or through our drop-off service, whereby your resume will be reviewed and you will receive a call within two business days to pick it up from the CPC.

- **Cover letter critiques** are available during counseling appointments and Drop-In periods. There is no drop-off service for cover letter critique.

- **Mock Interviews and Interview Prep Sessions** can help students prepare for upcoming interviews. These sessions can be scheduled in advance with CPC counselors. Interview Prep Sessions can be done in person or over the phone.

- **CPC-generated documents** are available for you to use in your job search, including the CPC Fall 2014 Job Search Strategies Memorandum for your class year; The Government Job Search Guide and other CPC guides. These documents contain details job search strategies for different types of employers, information on resumes, cover letters, writing samples, references, and interviewing.

- **Job listings** are posted in a password-protected and searchable online Job Bank through Symplicity.

- **Career-related programs** are presented by CPC to help students identify practice areas of interest and learn skills necessary to get the most out of their job searches. Audio and video stream recordings of past CPC programs are available on the Current Students, J.D. page of the CPC website.

- **The CPC Resource Library** has hard-copy career development materials, three computers, a printer, a Pharos printer, a fax machine and a copy machine.

See the *Career Planning Center Services & Procedures* link, available on the Current Students, J.D. page of the CPC website, for detailed information about CPC services and resources.

5. How do I use the CPC website and Symplicity?

The **CPC website** has links to all CPC Guides, Online Job Search Resources such as PSJD and the Vault Guides, and the CPC Calendar of Events.
Symplicity is the online software system used by the CPC to manage the On-Campus Interview Program and the CPC Job Bank. Students utilize Symplicity to search for job postings and to bid on/apply for employers participating in the On Campus Interview and Resume Collect Programs (see Question 6, below).

6. What is the Fall On-Campus Interview Program, and May a Visiting J.D. Student Participate?

The Fall On-Campus Interview Program consists of four parts: (1) Early Interview Week (EIW); (2) Resume Advance Program; (3) Fall Weeks 1-8; and (4) Resume Collect Program.

Visiting J.D. Students are not eligible to participate in any part of the 2014 Fall On-Campus Interview Program.

7. May Visiting J.D. Students Studying at Fordham Through the Spring Semester Participate in Spring OCI?

Visiting J.D. students studying at Fordham during the Spring 2015 Semester are not eligible to participate in the 2015 Spring On-Campus Interviewing Program and Resume Collect Program.

8. How May Visiting J.D. Students Gain Access to the CPC Online Job Bank (Symplicity)?

Visiting J.D. Students may gain access to the CPC Online Job Bank (Symplicity) by following the below steps:

Step 1: Email Ann Murray at the CPC (aanmurray@law.fordham.edu) from an active email account that you check regularly to inform the CPC of your registrant status. After you contact Ms. Murray to inform the CPC of your registrant status, it will take approximately one (1) business day for the CPC to confirm your status with the Registrar.

Step 2: Approximately one (1) business day after you email Ms. Murray to inform her of your registrant status, you will receive from the CPC, via email, information on how to access the password protected portions of the CPC website. You will also receive instructions about how to obtain a username and password for Symplicity.

Step 3: Using your username and password to access the password protected sections, visit the Current Students, J.D. page of the CPC website and review the site.

Reminder: The CPC Online Job Bank is housed within Symplicity.
9. What Other Offices Provide Career Development Assistance at Fordham Law School?

**The Public Interest Resource Center (PIRC)** assists students conducting self-directed searches for summer, school semester, or post-graduate employment in the public sector (including government) and summer and post-graduate fellowships. PIRC also helps students find volunteer opportunities, student-initiated pro bono work and community service projects.

**The Externship Office** assists students seeking externships for credit with judges, government agencies, and other public service sector organizations.
SAMPLE RESUME: VISITING STUDENT, 3L

ROBERTO MARTINEZ
333 11th Street, Apt. 2B
Brooklyn, NY 11215
718-573-6734 (h)
646-968-3782 (c)

EDUCATION

FORDHAM UNIVERSITY SCHOOL OF LAW, NEW YORK, NY
Visiting Student, Fall Semester 2014

UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW, SAN FRANCISCO, CA
Juris Doctor Candidate, May 2015
Honors: Legal Writing Program, Teaching Assistant (September 2012-May 2013)
Activities: La Raza Law Students Association

UNIVERSITY OF CALIFORNIA, BERKELEY, BERKELEY, CA
Bachelor of Arts in History, June 2012
G.P.A.: 3.53
Activities: Editor, Daily Californian (2010-2010)
Ultimate Frisbee, Team Captain (2011-2012); Member (2008-2011)
Lambda Theta Phi, Fraternidad Latina, Inc., Member (2008-2012)

EXPERIENCE

FRANK & DEVRIE, LLP, SAN FRANCISCO, CA
Summer Associate Summer 2014
- Assisted in all phases of plaintiffs’ trial preparation
- Researched viability of lawsuits for wrongful death related to delayed mammographies
- Wrote memorandum concerning state-level decisions regarding liability of homeowners for sidewalk slip-and-fall lawsuits
- Attended depositions of doctors, expert witnesses, and civilians, on both defendants’ and plaintiffs’ sides
- Observed oral arguments and cross-examination during hearings and trials

JUDGE WILMA ROSE, SUPERIOR COURT OF CALIFORNIA,
COUNTY OF SAN FRANCISCO
Summer Intern Summer 2013
- Researched and wrote memorandum concerning elevator maintenance and workplace injuries
- Observed courtroom proceedings
- Attended status conferences

INTERESTS: Ultimate Frisbee, snowboarding, cooking and travel