ATLANTA JOB SEARCH RESOURCES

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Career Services Office
Campus Box 1120
One Brookings Drive
St. Louis, Missouri 63130-4899
Phone: (314) 935-6451
Fax: (314) 935-4835
careerservices@wulaw.wustl.edu
recruiting@wulaw.wustl.edu
http://law.wustl.edu/
Current as of August 2007
Washington University Law students are invited to participate in a number of off-campus recruitment programs and specialty job fairs throughout the country. These programs offer a great opportunity to interview with a number of organizations that do not typically interview on-campus. The timing and types of off-campus programs and specialty job fairs will vary by location. While most off-campus interview programs are coordinated by the CSO (in conjunction with other participating law schools) and some are administered through Symplicity, some specialty programs may be organized and administered by outside organizations.

Similar to on-campus interview programs, student participation in off-campus job fairs may be limited to certain class years, degree or prior experience. Pay close attention to the requirements of each program and the requests of individual participating employers. Employers that interview through these programs will typically pre-screen resumes and extend interviews to their choice of candidates. Students cannot attend these off-campus fairs unless they receive and accept at least one interview. We recommend that you set up as many additional interviews directly with non-participating employers in the area to make the most of your trip.

- Atlanta Interview Program – held in August of each year. Co-sponsored with American University and Tulane.

It is imperative that students review and read all CSO e-mails and mailings carefully to stay attuned to these opportunities.

Bar associations are professional legal organizations with membership based on factors including common geography, affinity group and/or specialty. Participating in bar association events (i.e., committee involvement, continuing legal education classes, etc.) is a great way to build a resource network and learn more about specific practice areas. Most associations encourage student involvement and offer student memberships at a very low cost, so take advantage of the opportunity to get to know your future colleagues now.

- Atlanta Bar Association: [www.atlantabar.org](http://www.atlantabar.org)
- Georgia Bar Association: [www.gabar.org](http://www.gabar.org). Under “Directories” click on “Local and Circuit Bar Information and Referrals” to find out more information on specific groups. For links to local and voluntary bars, visit [www.gabar.org/directories/local_and_circuit_bar_information_and_referrals](http://www.gabar.org/directories/local_and_circuit_bar_information_and_referrals). Includes specialty associations like:
  - Georgia Alliance of African-American Attorneys
  - Georgia Asian Pacific American Bar Association
  - Georgia Association of Black Women Attorneys
  - Georgia Hispanic Bar Association
- IndusBar of Georgia
- Lawyers’ Club of Atlanta: 225 Peachtree Street, Suite 301, Atlanta, GA 30303; (404) 688-9627; [www.lawyersclubofatlanta.org](http://www.lawyersclubofatlanta.org)

### ADDITIONAL SPECIALTY BAR ASSOCIATIONS
- Atlanta Volunteer Lawyers Foundation: [http://avlf.org](http://avlf.org)
- Georgia Association of Criminal Defense Lawyers: [www.gacdl.org](http://www.gacdl.org)
- Georgia Association for Women Lawyers: [www.gawl.org](http://www.gawl.org)
- Georgia Economic Developers Association: [www.geda.org](http://www.geda.org). Organization designed to provide and promote networking and professional development opportunities and to shape economic development public policy.
- Prosecuting Attorneys’ Council of Georgia: [www.pacga.org](http://www.pacga.org)

### ALUMNI RESOURCES

Alumni from Washington University Law and one’s undergraduate institution can be a tremendous, yet oftentimes overlooked, resource in one’s job search. Alumni can provide invaluable information about a geographic area, a particular practice area, or the legal profession in general through an informational interview. Attending an alumni event is a great networking venue – don’t be shy; go and introduce yourself to others. You never know what you may learn!

- Alumni Connections Database – More than 1,200 Washington University Law Alumni/ae from around the country may be found in this database, assembled by the Alumni & Development Office, and willing to serve as a resource. Available on the Law School Intranet, mylaw.wustl.edu, under Documents.
- Washington University Law Alumni Class Notes – [http://law.wustl.edu/alumni/classnotes.asp](http://law.wustl.edu/alumni/classnotes.asp) – Class Notes is a compilation of information that alumni submit to Washington University Law about their professional and personal lives.
- University Career Connections Database – Database of over 8,000 Washington University alumni & parents who have identified themselves as willing to assist in career path research – [www.wustlconnections.com](http://www.wustlconnections.com); click on career & networking services, student or alumni login.
- Another great way to search for Washington University Law alumni or alumni from your undergraduate school is to use LEXISNEXIS ([www.lexis.com](http://www.lexis.com)) to access the Martindale-Hubbell Law Directory.
  - For example, to find Wash U law alumni who practice in Atlanta, from “Legal>Research,” select “Martindale-Hubbell Listings, All.” Type: LAW-SCHOOL (washington pre /1 university and not george) and CITY (Atlanta).
  - To search for your undergraduate alumni, type: COLLEGE (Vanderbilt) and CITY (Atlanta).
Participation in CLE events offers students and alumni the two-fold benefit of learning practical information about a relevant, substantive legal topic while networking with practicing attorneys in your desired geographical region and substantive interest areas. A CLE program offers a myriad of ways to facilitate networking with attorneys practicing in your desired field. Strike up a conversation with the person sitting next to you. Smile and introduce yourself to people during coffee breaks. Approach the panel of speakers during a break or after the session, or write to members of the panel following the program. Ask for business cards, and follow-up. Don’t be shy. Often, attorneys attend these events both to gain knowledge and to network themselves. While not all states have a CLE requirement, every state offers CLE opportunities through local bar associations, CLE organizations, and local law schools.

- Visit the State Bar of Georgia at www.gabar.org for more information on CLE mandatory requirements, accredited CLE sponsors, and frequently asked CLE-related questions and answers.
- Go straight to the CLE page at www.gabar.org/programs/continuing_legal_education
- Atlanta Bar Association’s info on CLE: Visit www.atlantabar.org and click on “CLE Home”
- Georgia Institute of Continuing Legal Education: www.iclega.org

CONTINUING LEGAL EDUCATION (CLE) PROVIDERS

RECIROCITY

The CSO can request reciprocal services on your behalf from the career services office at an out-of-state law school typically between November 1 and August 15. The services that schools offer reciprocity recipients, and the dates during which reciprocal services are rendered, vary. For example, some law schools do not provide access to job listings. Other law schools limit reciprocity to alumni or alumni and 3Ls, and suspend reciprocity starting July 15. For more information about requesting reciprocity, contact the CSO. Consider requesting reciprocity from one of the following schools:

- Emory University School of Law, Atlanta, GA – 1Ls (after Dec. 1), 2Ls, 3Ls and alumni. Contact Cheniqua Aligwekwe, Administrative Assistant/Reciprocity Coordinator, caligwe@law.emory.edu
- Georgia State University College of Law, Atlanta, GA – 3Ls and alumni only. http://law.gsu.edu/careers/reciprocity.php
- Mercer University School of Law, Macon, GA – all students and alumni. www.law.mercer.edu/career/reciprocity/index.cfm
- University of Georgia School of Law, Athens, GA – 3Ls and alumni only. http://www.lawsch.uga.edu/career/index.html

NALP provides an alphabetical listing of law schools and reciprocity policies at http://www.nalp.org/content/index.php?pid=94

N.B.: Do not go to or call another law school's career services office without first requesting reciprocity access through the Washington University Career Services Office.
LEGAL PUBLICATIONS

Start to acclimate yourself to the local legal market by reading its related publications. The information you learn will help you define your target audience during networking and job search efforts. You can also use your new familiarity with the local bar to distinguish yourself in an interview situation. The following resources might also contain job postings.

- Fulton County Daily Report: [www.fcdr.com](http://www.fcdr.com). Fulton County’s (includes Atlanta) official legal newspaper, published by *American Lawyer Media*. Visit site or call (404) 521-1227 for subscription information.
- Georgia Bar Journal: [www.gabar.org](http://www.gabar.org) and click “Communications” and “Georgia Bar Journal.”

LOCAL PUBLICATIONS AND INFORMATION

If you are considering relocating, it is very important to have some knowledge of the region. Reading local publications, such as newspapers and business journals, will give you a general understanding of the local landscape and hot current topics, and can even spark creative networking ideas. Keep up with local market and real estate conditions and explore what cultural activities the region offers. Most importantly, in the interview context your knowledge of the geographical region will reflect your commitment to relocate.

PUBLICATIONS

- Atlanta Regional Commission: [www.atlreg.com](http://www.atlreg.com). The Atlanta Regional Commission (ARC) compiles the most current Atlanta Region data, forecasts future trends and keeps track of the most critical issues facing the area.
- Atlanta Southern Voice: [www.sovo.com](http://www.sovo.com). Gay, lesbian and bisexual periodical featuring salient news and local community events.
- City of Atlanta homepage: [www.atlantaga.gov](http://www.atlantaga.gov)
- Georgia Newspapers: [www.usnpl.com/ganews.html](http://www.usnpl.com/ganews.html). Links to newspapers and TV stations.
- State of Georgia homepage: [http://georgia.gov](http://georgia.gov)
- Techlinks: [www.techlinks.net](http://www.techlinks.net). The Georgia guide to technology news, events, and networking links, including local technology associations.
- The Atlanta Journal-Constitution: [www.ajc.com](http://www.ajc.com)
- CitySearch/Atlanta: [http://atlanta.citysearch.com/](http://atlanta.citysearch.com/)

GOVERNMENT AND NONPROFIT RESOURCES
Public service and public interest organizations present valuable opportunities not only as full-time work but also on a volunteer basis during your job search. The following resources may help you locate local, state and federal offices to contact. Some may also contain job postings.

GOVERNMENT

Federal
- Federal Government in Georgia: www.georgia.gov. Click on “Government” and “Federal Government.” To go directly to the links page, visit www.georgia.gov/00/channel_title/0,20974,4802_5027,00.html
- Federal Regional Yellow Book (available in the CSO).

State/Local
- American Law Sources online/Georgia: www.lawsource.com/also/usa.cgi?ga. Includes state statutory rules and regulations, local court information, local laws, law reviews, and legal decisions.
- Georgia General Assembly: www.legis.state.ga.us
- Georgia House of Representatives: www.legis.state.ga.us/legis/2003_04/house/index.htm
- Georgia Municipal Association: www.gmanet.com/home/default.asp. Includes Georgia local government job database, city information, and local events.
- Georgia Senate: www.legis.state.ga.us/legis/2003_04/senate/index.htm
- GovtJob.net: www.govtjob.net. State and local government job postings
- Prosecuting Attorneys’ Council of Georgia: www.pacga.org
- Georgia Public Defender Standards Council: www.gpdsc.com
- State Government of Georgia: www.state.ga.us/index/state.cgi. Includes a directory and links to state agencies, authorities, commissions, and councils, legislative and judicial information, constitutional offices, and links to other state government resources.

NONPROFIT
- Georgia Public Interest Research Group (PIRG): www.georgiapirg.org
- The American Civil Liberties Union of Georgia: www.acluga.org
- The Georgia Center for Law in the Public Interest: http://cleangeorgia.org. Non-profit environmental advocacy organization.
• Atlanta Legal Aid Society: http://www.law.emory.edu/pi
• Barton Child Law and Policy Clinic: http://www.childwelfare.net
• Center for Democratic Renewal: http://www.thecdr.org
• Georgia Justice Project: http://www.gjp.org
• Georgia Public Policy Foundation: http://www.gppf.org
• Southern Center for Human Rights: http://www.schr.org
• Southern Environmental Law Center – Atlanta Office: http://www.southernenvironment.org
• Southern Juvenile Defender Center: http://www.juveniledefender.org
• Emory University: http://www.emory.edu
• University System of Georgia: http://www.usg.edu
Keeping abreast of advertised job announcements is one component of a job search. Approximately 10-20% of all positions are found through advertised positions. Listed below are a few websites you may want to use – it is by no means an exhaustive list and its inclusion herein is not an endorsement by the CSO.

**REGIONAL**
- Atlanta Jobs Online: [www.ajobs.com](http://www.ajobs.com). Includes career clinic and public and private sector job postings.
- Atlanta Journal-Constitution classifieds: [http://ajcclassifieds.com](http://ajcclassifieds.com)
- Georgia Department of Labor professional and nonprofessional job postings: [www.dol.state.ga.us](http://www.dol.state.ga.us) and click on “Find a Job”
- Law.com Legal Career Center: [www.lawjobs.com](http://www.lawjobs.com). Select GA from the State Dropdown menu.
- Prosecuting Attorneys Council of Georgia Employment Opportunities: [www.pacga.org/about/employment.php](http://www.pacga.org/about/employment.php)
- State of Georgia Government employment resource: [http://thejobsite.org](http://thejobsite.org)
- Atlanta Legal Recruitment Association (ALRA): contact Stacey Stephens, Womble Carlyle Sandridge and Rice, (404) 872-7366, sstephens@wcsr.com

**GENERAL**
- Job Listings Available Through the Career Services Office –
  - [https://law-wustl-csm.symplicity.com/students](https://law-wustl-csm.symplicity.com/students) - Detailed information on employers currently participating in on-campus interviews, off-campus interviews, job fairs, and resume collections. Students should use their e-mail address and password; please contact the CSO with any problems.
- CareerBuilder.com – [www.careerbuilder.com](http://www.careerbuilder.com) – Combines help-wanted listings from newspapers around the country. You can focus your search by geographic region and industry.
- Hieros Gamos Employment Center – [www.hg.org/employment.html](http://www.hg.org/employment.html)
- JobVillage – [www.jobvillage.com](http://www.jobvillage.com)
- Law.com’s Legal Career Center – [www.lawjobs.com](http://www.lawjobs.com)
- The Legal Employment Search Site – [www.legalemploy.com](http://www.legalemploy.com), contains links to over 100 law-related job search sites.
- Legal Staff – [www.legalstaff.com](http://www.legalstaff.com)
- Monster – [www.monster.com](http://www.monster.com)
In addition to databases such as Martindale-Hubbell, NALP Directory of Legal Employers, and West Legal Directory, there are national and local directories for attorneys, firms, companies, financial institutions, public interest organizations, state and federal government organizations, etc. These directories can be valuable tools in researching and collecting contact information for targeted mailings and networking outreach.

- Directory of Georgia Judicial Agencies: http://georgiacourts.org/links.html#agencies
- Martindale-Hubbell Law Directory – www.martindale.com – Fill-in form through which one can search for individual attorneys and firms by name, geographic location, and law school or via www.lexis.com – Advanced searches for individual attorneys and firms by segments which include city, firm, firm-size, law-school, name, practice, college, date of admission, and more i.e., firm-size > 50 and city ("Atlanta") and law-school ("Washington University School of Law") and college ("Bates").
- NALP Directory of Legal Employers – www.nalpdirectory.com – Forms for all NALP members, including law firms, corporations, public interest organizations and government offices. The forms provide demographic information, an organizational narrative, hiring information and other useful resources. The listings are broken down by state and by practice area. Print Resource available in the CSO.
- State Bar of Georgia Members Directory: www.gabar.org/directories
- State of Georgia Telephone Directory includes state departments, authorities, commissions, colleges, universities and elected officials: http://gta.georgia.gov/00/channel_modifieddate/0,2096,1070969_13558440_00.html
- West Legal Directory – www.westlaw.com or http://lawyers.findlaw.com – Fill-in form through which one can search for individual attorneys and firms by name, geographic location, law school, undergraduate institution, firm-size and more.
- JobNet, offered by the University of Michigan, is a public job site listing of only public service jobs – https://cgi2.www.law.umich.edu/_JobNet/main.asp
- Partnership for Public Service – The goal of the Partnership for Public Service is to encourage job seekers to consider government service. Sign-up for the Partnerships’ e-newsletters, find information on the government internship and job search, and read federal employees’ biographies. http://www.ourpublicservice.org
- PSLawNet is a national database of public service opportunities both nationwide and international for law students. http://www.PSLawNet.org
- Harvard Law School’s Serving the Public: a Job Search Guide vols. I and II available in the CSO.
- Nonprofit Sector Yellow Book, a directory listing the major nonprofit institutions in the United States is available online and in the CSO.
Regardless of your career goals, knowing the ins and outs of the local, state, federal and specialty court systems in the area is an important first step toward a successful transition into the legal market. The information is also helpful in preparing for judicial clerkship interviews. Use the following resources to start your research.

**FEDERAL**
- Find general information on Federal Courts – [www.uscourts.gov/allinks.html](http://www.uscourts.gov/allinks.html)
- Supreme Court of the United States – [www.supremecourtus.gov](http://www.supremecourtus.gov)
- United States Court of Appeals, 11
- United States District Court, Northern District of Georgia – [www.gand.uscourts.gov](http://www.gand.uscourts.gov)
- United States District Court, Middle District of Georgia – [www.gamd.uscourts.gov](http://www.gamd.uscourts.gov)

**STATE**
- Supreme Court of Georgia – [www.gasupreme.us](http://www.gasupreme.us)
- Court of Appeals of Georgia – [www.gaappeals.us](http://www.gaappeals.us)
- Superior Court of Georgia – [www.cscj.org](http://www.cscj.org)
- State Court of Georgia – [http://georgiacourts.org/state.html](http://georgiacourts.org/state.html)
- Juvenile Court of Georgia – [http://georgiacourts.org/juvenile.html](http://georgiacourts.org/juvenile.html)

**SALARY INFORMATION**

Starting salary figures vary greatly region by region, and employer type to employer type. The information below will provide you with the general parameters for this particular geographic region. Public interest salaries are not provided due to lack of geographical information, but the national mean salary is $39,858.

- The following information is taken from NALP’s publication, *Jobs & J.D.’s; Employment and Salaries of New Law Graduates, Class of 2005*:
  - Law Firm Jobs in Atlanta
    - 90% Range: $52,000 - $125,000
    - Median: $100,000
    - Mean: $92,847
o Business Jobs (Georgia)
  90% Range: $40,000 - $120,000
  Median: $71,321
  Mean: $63,500

o Government Jobs (Georgia)
  90% Range: $38,885 - $58,000
  Median: $46,000
  Mean: $46,879

o Median Starting Salaries by Employer Type for Atlanta
  Private Practice: $100,000
  Business: $63,500
  Government: $48,500

SALARY INFORMATION RESOURCES


- FindLaw.com’s Career Center provides data that it collects via the web concerning regional legal employers at [www.infirmation.com/shared/insider/payscale.tcl](http://www.infirmation.com/shared/insider/payscale.tcl). N.B.: be aware that this site contains information supplied ANONYMOUSLY via the internet and cannot be confirmed.

- Cost of Living Comparison: [http://www.bestplaces.net/col/](http://www.bestplaces.net/col/). Sterling’s Best Places provides a cost-of-living comparison between U.S. cities and towns so that you can see what salaries in various locations lead to similar lifestyles.

- Law Employment Center: [www.lawjobs.com](http://www.lawjobs.com). The Career Center contains a salary information section.

- NALP’s Annual Report on Compensation.

- NALP’s Jobs and JDs: Employment and Salaries of New Law Graduates.

- NALP’s Associate Salary Survey.

- Paycheck City: [www.paycheckcity.com](http://www.paycheckcity.com). Offers several online tools to calculate take home pay, gross pay, 401(k)s, bonuses, etc.

- Salary Wizard computer at [www.salary.com](http://www.salary.com)

BAR EXAMINATION AND ADMISSION INFORMATION

Bar admission requirements, bar exam deadlines and fees vary by state, so educate yourself early!


- Georgia Office of Bar Admissions: [www.gabaradmissions.org](http://www.gabaradmissions.org)

*The CSO thanks Boston University School of Law for allowing us to adapt this resource for Washington University Law student and alumni use.*