THE TOTAL professional

MASSACHUSETTS JOB SEARCH RESOURCES

BAR ASSOCIATION INFORMATION
ALUMNI RESOURCES
CONTINUING LEGAL EDUCATION (CLE) PROVIDERS
RECIROCITY
LEGAL PUBLICATIONS
LOCAL PUBLICATIONS AND INFORMATION
GOVERNMENT AND NONPROFIT RESOURCES
JOB POSTINGS
DIRECTORIES
COURT INFORMATION
SALARY INFORMATION
BAR EXAMINATION AND ADMISSION INFORMATION

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
OFF-CAMPUS RECRUITMENT PROGRAMS AND JOB FAIRS

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.

- New England Interview Program - held in late summer or early Fall of each year. Participating schools: Arizona State University, Case Western University, College of William & Mary, Emory University, University of Georgia, University of Illinois, University of Richmond, Wake Forest University, Washington & Lee University.

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

BAR ASSOCIATION INFORMATION

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.

- Boston Bar Association – http://www.bostonbar.org/
- Massachusetts Bar Association – www.massbar.org
- Worcester County Bar Association – www.worcestercountybar.org

SPECIALTY BAR ASSOCIATIONS
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 – 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; 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) to access the Martindale-Hubbell Law Directory.
  - For example, to find Wash U law alumni who practice in Boston, from “Legal>Research,” select “Martindale-Hubbell Listings, All.” Type: LAW-SCHOOL (washington pre /1 university and not george) and CITY (Boston).
  - To search for your undergraduate alumni, type: COLLEGE (Vanderbilt) and CITY (Boston).

CONTINUING LEGAL EDUCATION (CLE) PROVIDERS

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.

- Massachusetts Bar Association CLE – [www.massbar.org/cle](http://www.massbar.org/cle)

## RECIPROCITY

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:

- Boston College – students and alumni (who live beyond 50 miles of Boston College): [http://www.bc.edu/offices/careers/alumni/reciprocity/](http://www.bc.edu/offices/careers/alumni/reciprocity/)
- Boston University – all students and alumni: [http://www.bu.edu/law/central/llm/career/services/getreciprocity.html](http://www.bu.edu/law/central/llm/career/services/getreciprocity.html)
- Harvard – all students and alumni: [http://www.law.harvard.edu/ocs/Reciprocity_Policy.htm](http://www.law.harvard.edu/ocs/Reciprocity_Policy.htm)
- New England School of Law – all students and alumni: [http://www.nesl.edu/cso/recip.cfm](http://www.nesl.edu/cso/recip.cfm)
- Suffolk University – all students and alumni: [http://www.law.suffolk.edu/offices/career/service.cfm](http://www.law.suffolk.edu/offices/career/service.cfm)

NALP provides an alphabetical listing of law schools and reciprocity policies at [http://www.nalp.org/content/index.php?pid=94](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.
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**
- Boston Globe – [www.boston.com](http://www.boston.com)
- Boston Magazine – [www.bostonmagazine.com](http://www.bostonmagazine.com)
- Mass High Tech – [www.masshightech.com](http://www.masshightech.com)
- Springfield Union-News & Republican – [www.masslive.com](http://www.masslive.com)
- Worcester Telegram & Gazette – [telegram.com](http://telegram.com)

**CITY INFORMATION**
- Cape Cod Chamber of Commerce – [www.capecodchamber.org](http://www.capecodchamber.org)
- Greater Boston Convention & Visitors Bureau – [www.bostonusa.com](http://www.bostonusa.com)
- Massachusetts Office of Travel and Tourism – [www.mass-vacation.com](http://www.mass-vacation.com)
- CitySearch – [http://boston.citysearch.com](http://boston.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**
- City of Boston – [www.cityofboston.gov](http://www.cityofboston.gov)
- City of Springfield – [www.cityofspringfieldmass.com](http://www.cityofspringfieldmass.com)
- City of Worcester – [www.ci.worcester.ma.us](http://www.ci.worcester.ma.us)
- Commonwealth of Massachusetts – [www.mass.gov](http://www.mass.gov)
- FindLaw’s Massachusetts State Resources – [www.findlaw.com/11stategov/ma/laws.html](http://www.findlaw.com/11stategov/ma/laws.html). Contains links to information from the state’s Constitution to tax regulations from the Department of Revenue to federal and state court pages.
- State and Local Government on the Net – [www.statelocalgov.net/state-ma.htm](http://www.statelocalgov.net/state-ma.htm). Start here to find links to important Massachusetts state offices.

**NONPROFIT**
- ACLU of Massachusetts – [www.aclu-mass.org](http://www.aclu-mass.org)
- Children’s Legal Services, Inc. (Boston) – [www.childlaw.org](http://www.childlaw.org)
- Committee for Public Counsel Services – [www.mass.gov/cpcs](http://www.mass.gov/cpcs)
- Community Legal Services and Counseling Center (Cambridge) – [www.clsacc.org](http://www.clsacc.org)
- Directory of County Bar Advocate Programs – [www.mass.gov/cpcs/BAoffices.htm](http://www.mass.gov/cpcs/BAoffices.htm)
- Environmental League of Massachusetts – [www.environmentalleague.org](http://www.environmentalleague.org)
- Greater Boston Legal Services – [www.gbls.org](http://www.gbls.org)
- Irish Immigration Center (Boston). Provides aid to immigrants of various nationalities – [www.jicenter.org](http://www.jicenter.org)
- Legal Services for Cape, Plymouth and Islands, Inc. – [www.lscci.org](http://www.lscci.org)
- Massachusetts Legal Services – [www.masslegalservices.org](http://www.masslegalservices.org)
- National Immigration Project (Boston) – [www.nationalimmigrationproject.org](http://www.nationalimmigrationproject.org)
- Neighborhood Legal Services (Essex County) – [www.neighborhoodlaw.org](http://www.neighborhoodlaw.org)
- Political Asylum/Immigration Representation Project (PAIR) (Boston) – [www.pairproject.org/index.html](http://www.pairproject.org/index.html)
- PSLawNet – [www.pslawnet.org](http://www.pslawnet.org)

### JOB POSTINGS

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.

- 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)

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)


Massachusetts Human Resources Division – [www.mass.gov/hrd](http://www.mass.gov/hrd)

Monster – [www.monster.com](http://www.monster.com)


**DIRECTORIES**

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.

- Martindale-Hubbell Law Directory – [www.martindale.com](http://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](http://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 (“Worcester”) and law-school (“Washington University School of Law”) and college (“Bates”).

- NALP Directory of Legal Employers – [www.nalpdirectory.com](http://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.

- West Legal Directory – [www.westlaw.com](http://www.westlaw.com) or [http://lawyers.findlaw.com](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.


- 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](http://www.ourpublicservice.org)

- PSLawNet is a national database of public service opportunities both nationwide and international for law students. [http://www.PSLawNet.org](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.

**COURT INFORMATION**

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, 1st Circuit – [www.ca1.uscourts.gov](http://www.ca1.uscourts.gov)
- United States District Court, District of Massachusetts – [www.mad.uscourts.gov](http://www.mad.uscourts.gov)

**STATE**
- Massachusetts Court System – [www.mass.gov/courts](http://www.mass.gov/courts)

**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 Boston
    - 90% Range: $50,000 - $128,000
    - Median: $125,000 (Worcester: $65,000)
    - Mean: $110,367 (Worcester: $63,214)
  - Government Jobs (Massachusetts)
    - 90% Range: $28,000 - $75,000
    - Median: $35,000
    - Mean: $42,161
  - Business Jobs (Massachusetts)
    - 90% Range: $35,000 - $150,000
    - Median: $67,000
    - Mean: $75,330
  - Median Starting Salaries by Employer Type for Boston
    - Private Practice: $125,000
    - Government: $38,500
Business: $68,000

**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!

- Washington University Law’s Advising Department - [http://law.wustl.edu/advising/index.asp?id=1014](http://law.wustl.edu/advising/index.asp?id=1014)
- Commonwealth of Massachusetts Board of Bar Examiners – [www.mass.gov/bbe](http://www.mass.gov/bbe)

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