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WASHINGTON, D.C. JOB SEARCH RESOURCES

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Current as of August 2007
OFF-CAMPUS RECRUITMENT PROGRAMS AND JOB FAIRS

Washington University 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.

- Washington, DC, Interview Program – Held in August.  
  *Participating Law Schools: WashU, Tulane and Miami.*

- Equal Justice Works Career Fair and Conference, October 19\(^{th}\) and 20\(^{th}\), 2006.

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.

- DC Bar – [www.dcbar.org](http://www.dcbar.org)
While all practicing lawyers in DC belong to the DC Bar, there are approximately 30 different voluntary Bar Associations in the region. Some examples are listed below.

**General Bar Associations include:**

**Minority Bar Associations include:**
- National Conference of Black Lawyers, DC Chapter

**Specialty Practice Area Bar Associations include:**

**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) to access the Martindale-Hubbell Law Directory.

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

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.

DC does not have a CLE requirement.

- DC Bar CLE Program – www.dcbar.org/for_lawyers/continuing_legal_education/index.cfm
- Georgetown University Law Center – https://www.law.georgetown.edu/cle/index.cfm. Programs open to the legal community.

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:

- American University College of Law – 3Ls and alumni only. http://www.wcl.american.edu/career/reciprocity.cfm
- Catholic University of America, Columbus School of Law – All students and alumni. http://law.cua.edu/career/Reciprocity.cfm
- George Washington University Law School – 2Ls, 3Ls and alumni only. http://www.law.gwu.edu/NR/rdonlyres/54EC1E35-3F92-4337-B0FE-F0D52FD71AF0/0/ReciprocityPolicy.pdf (Adobe Acrobat Reader required.)
Georgetown University Law Center – All students and alumni. [http://www.law.georgetown.edu/career/documents/RECIPROCITYPOLICY.pdf](http://www.law.georgetown.edu/career/documents/RECIPROCITYPOLICY.pdf) (Adobe Acrobat Reader required.)

Howard University School of Law – 1Ls (spring semester), 2Ls, 3Ls and alumni. [http://www.law.howard.edu/94](http://www.law.howard.edu/94)

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.

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**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.

- Influence – [www.influence.biz](http://www.influence.biz) – on-line and print subscription available for this newsletter that features current trends, news, and activity in the lobbying profession.

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**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.

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
- Opportunities in Public Affairs – www.opajobs.com or call (301) 571-0102. Fee-based subscription for access to current job postings in public relations, government affairs, legislation, print and broadcast journalism on Capitol Hill, nonprofits, corporations, and federal agencies in the Washington, DC metropolitan area.
- Washington, DC Homepage = www.washingtondc.gov. Comprehensive site providing contact information, descriptions, and links to local governmental agencies and services.
- U.S. Environmental Protection Agency – www.epa.gov. This government agency website has a section designated for careers in the Environmental Protection Agency.
- Federal Public Defender – http://www.dcfpd.org/. This is the federal public defender’s office for the District of Columbia.
- Public Defender Service for the District of Columbia – http://www.pdsdc.org/. This is the public defender’s office for Washington, D.C.
- International Monetary Fund – http://www.imf.org

NONPROFIT
- American Red Cross – www.redcross.org
- American University – www.american.edu
- Children’s National Medical Center – www.cnmc.org
- Fannie Mae Foundation – www.fanniemae.com
- Smithsonian Institution – www.si.edu
- United Senate Commission
- Greenpeace – http://www.greenpeace.org/usa
- Ocean Conservancy – http://www.oceanconservancy.org/
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://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)

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

- **Craig’s List**- [http://washingtondc.craigslist.org/](http://washingtondc.craigslist.org/)
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.

- DC Bar Membership Database. www.debar.org/find_a_member/index.cfm
- 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 (“Washington DC”) 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.
- 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.

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
• Supreme Court of the United States – www.supremecourtus.gov
• U.S. Court of Appeals for the District of Columbia – www.cadc.uscourts.gov
• U.S. Court of Appeals, Federal Circuit – www.fedcir.gov
• U.S. Court of Appeals for Veterans Claims – www.vetapp.uscourts.gov
• U.S. District Court, District of Columbia – www.dcd.uscourts.gov
• U.S. Court of Federal Claims – www.uscfc.uscourts.gov
• U.S. Bankruptcy Court – www.dcb.uscourts.gov
• U.S. Tax Court – www.ustaxcourt.gov

STATE
• Superior Court of the District of Columbia – www.dcs.gov

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:
  
  o Law Firm Jobs
    90% Range: $66,000 - $135,000
    Median: $125,000
    Mean: $118,165
  
  o Government Jobs
    90% Range: $40,000 - $85,000
    Median: $54,136
    Mean: $57,481
  
  o Business Jobs
    90% Range: $37,000 - $120,000
    Median: $60,000
    Mean: $67,040

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. 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/. 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.


• 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. Offers several online tools to calculate take home pay, gross pay, 401(k)s, bonuses, etc.

• Salary Wizard computer at www.salary.com

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**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

• DC Bar – www.dcbar.org/for_lawyers/membership/prospective_members/index.cfm

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