**THE BRIEFCASE**

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**Special Reminders**

- Don’t forget to register and check [Symplicity](http://www.law.pace.edu/symplicity) on a regular basis for our calendar of events, job postings, employer recruiting and other helpful and important information.

- Meet with a CCD Career Counselor — remember, we can’t help you if we don’t know you!

- Attend a CCD or PILC program to learn about career paths and meet practicing attorneys.

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**CAREER FAIRS: OPPORTUNITIES TO NETWORK**

This month we focus on Career Fairs and the great networking and career opportunities they can provide. Career fairs are a great way to find out about jobs in which you may be interested for both summer and post-graduate positions! In addition to providing an opportunity for students to interview with employers, many career fairs include panel presentations and informal discussions with employer representatives ("table talk"). The "table talk" sessions are ideal ways to network and can sometimes lead to formal interviews.

Both private and public sector employers often participate in career fairs, and there are many different types of career fairs that take place locally – as close as Pace Law School and New York City – as well as across the nation. Some are organized by practice area (such as patent law) and some by geographical location (such as Delaware or Boston).

At any career fair, you want to make sure to make a good first impression, even if you are only speaking to employers informally at "table talk." You should always dress in formal business attire, and be prepared as though you were going on a formal interview, including researching the employers in advance. Employers have reported that a favorable impression made by a student during "table talk" can strongly influence their decision to call the student in for an interview or give them a job offer. Likewise, over the years, many Pace students have told us that they received formal interviews or job offers after speaking with employers even during "table talk" at these career fairs!

Before attending a career fair, you should do the following:

- Register in advance, if required;
- Make sure your resume is in proper format and typo-free; meet with a career counselor to go over your resume;
- Brush up on your interviewing skills (even if you are just planning on "table talk"); sign up for a mock interview with a career counselor;
- Research the employers who are attending the fair in advance, and create a list of the ones that you want to be sure to speak with; and
- If you are signed up for a formal interview, prepare as you would for any other interview;

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**UPCOMING CAREER FAIR INFORMATION**

February 5-6, 2009: NYU Public Interest Legal Career Fair, New York University School of Law, NY, NY

Every winter this Fair gives employers the opportunity to meet with students and allows students to interview with employers in the public sector for internships and permanent jobs, as well as to talk with employers at information tables. In addition to public interest organizations, District Attorneys' offices and other public sector employers participate in the program. The fair draws almost 2,000 law students and representatives from 200 organizations. Pace Law School and 20 other Northeast law schools participate in the Fair. Panel presentations are held and individual interview opportunities are available. Resumes and choice sheets must be submitted by each student to employers selected via a special URL that is provided in December. Students may then access employer information and submit resumes directly to employers through a special on-line registration, which is usually due in December. For more information: [http://www.law.nyu.edu/publicinterestlawcenter/careerfair/index.htm](http://www.law.nyu.edu/publicinterestlawcenter/careerfair/index.htm)

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(Please note: the image includes additional content that is not transcribed here.)

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Important Deadlines

Fellowships, Honors Programs, Scholarships & Internships

For descriptions and application information click here (then click on the appropriate fellowship guide under “Resources”)

Summer/Academic Term Positions

2/13/09, Arthur C. Felton Fellowship Program

03/06/09, Patent Resources Group Future Leaders Scholarship

03/06/09, Federal Communications Bar Association (FCBA) Foundation Funding for Unpaid Legal Internships with Communications Agencies and Entities

03/20/09, QLaw Summer Public Interest Grant Program

03/23/09, ABA Commission on Homelessness and Poverty/John J. Curtin, Jr. Legal Internship

Post-Graduate Positions

Rolling, Pennsylvania Legal Services Martin Luther King Jr. Fellowship Program

Rolling, Center for International Environmental Law Louis B. Sahn Fellowship in Human Rights and Environment

Rolling, State PIRG Fellowships

Rolling, Taxpayers for Common Sense (TCS) Fellowships

Rolling, Tyrone Garner Memorial Fellowship for African-American LGBT Civil Rights

Rolling, Media Law Resource Center (MLRC) Fellowship

Career Fairs: Opportunities to Network (cont’d)

When you attend a career fair, you should do and bring the following:

- Dress in formal business attire;
- Bring a pad folio, briefcase, tote bag or other professional looking business bag to collect employer information and business cards;
- Bring multiple copies of your resume on resume-quality paper;
- Bring multiple copies of your transcript (photocopies of official transcript);
- Bring multiple copies of your writing samples on white paper;
- Bring Multiple copies of a list of references

- on resume-quality paper, in case a potential employer asks for them; and
- Bring a pen so you can take notes on whom you met and any follow up you will need to do.

We have provided below a list of representative career fairs that may be of interest to you. This list is by no means exhaustive of all the career fairs that take place across the country each year. Information about these and other career fairs is updated continually on the NALP website, www.nalp.org. Go to schools, and then click on career fairs. You can also find a listing of career fairs on PSLawNet at http://pslawnet.org/careerfairs.

Upcoming Career Fair Information (cont’d)

February 7, 2009: Northern California Public Interest Career Fair, University of California Hastings College of the Law, San Francisco, CA

This program is sponsored by the Consortium of Northern California Law Career Services Offices of several California law schools and the Public Interest Clearinghouse. (Note that formal interviews are limited to students of sponsoring schools – Pace is not a sponsoring school; meet the advocates (tabling) is open to all students/alumni of any school.). For more information, contact Katherine Moser at 415-422-6757 or moser.erk@usfca.edu or visit: http://www.pic.org/programs/pilp/pipsday.html. 2007 participating advocates included (among many others): AIDS Legal Referral Panel, California Appellate Project, Center for Food Safety, Disability Rights Education & Defense Fund, California Coastal Commission, California Public Utilities Commission, Earthjustice, Housing and Economic Rights Advocates, Environmental Law

February 26—March 1, 2009: Annual Public Interest Environmental Conference, University of Oregon Law School, Eugene, OR

The Public Interest Environmental Conference is the premier annual gathering for environmentalists worldwide, and is distinguished as the oldest and largest of its kind. The conference includes over 125 panels, workshops, and multimedia presentations addressing a broad spectrum of environmental law and advocacy. Topics include: forest protection and ecological restoration, labor and human rights, air and water pollution, globalization and “free” trade, environmental justice, corporate responsibility, and many others. For more information on this annual conference see www.pielc.org

March 2, 2009: Pace Law School Winter Career Fair, Pace Law School, White Plains, NY

Open to all current Pace Law School students, the Fair provides an opportunity to meet local employers from the public and private sector and to learn about career opportunities in the metro-New York area. Last year over 200 Pace Law students met with representatives from 25 legal employers. This year the Fair will expand in duration and space. The Fair will be held from 4:00—8:00 pm in the Tudor Room at the Law School. Information will be distributed via email in February and on Symplicity and posted throughout the school.

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This semester, there are several pro bono opportunities for students to provide legal services to individuals in need of assistance. Currently, there are trainings set for two of these opportunities. Information about more trainings is forthcoming.

**The Unemployment Action Center (UAC).** UAC is a student-run campus organization that coordinates its efforts with a citywide organization run out of NYU law school. UAC enables Pace law students to provide advocacy at fair hearings at the NYC Department of Labor for people who have been denied unemployment benefits. Through this program, students attend a training and become eligible to accept their own cases. Under the mentorship of experienced students, students interview their clients, collect evidence, conduct any necessary legal research, and appear with their clients at the fair hearing and advocate before the judge on their behalf. Training for UAC is **Saturday, Feb. 8, at 11:00am—3:00pm at Pace Law School, Rm C-202.** Sign up for the training on the UAC TWEN page.

**The Courtroom Advocates Project (CAP).** CAP is a NYC-wide program that is run by Sanctuary for Families, a non-profit organization that provides holistic legal and social services to domestic violence victims. Through CAP, students attend a training and then spend one day in Family Court, where they serve as an advocate for a domestic violence victim. Students will interview victims, assist them in drafting their petitions for orders of protection, and then appear with them before a family court judge and advocate for the relief they are seeking. Students then follow-up with the victim and return to court with her on the return date. **Training for CAP is Friday, Feb. 6 from 1:00-5:00pm at Columbia Law School, Jerome Greene Hall Room 105.** Students may sign up for the training by emailing AJ Jackson at ajackson@sffny.org. Columbia Law School is located at 435 West 116th Street between Amsterdam Ave and Morning-
Career Fair Information — Cont’d

March 10, 1009: Annual NYC Metro Area LGBT Career Fair for First Year Law Students, Benjamin Cardozo School of Law, NY, NY

This Fair is targeted to first-year gay, lesbian, bisexual and transgender law students in the New York metro area. Beginning at 5:00 pm, there will be a panel discussion on the topic of being “out” in the workplace, followed by an information gathering session from 6:00-8:00 pm during which students will have the opportunity to meet informally with lawyers and recruiters from major area legal employers to learn about employment opportunities in preparation for the fall 2009 recruiting season. Students are encouraged to bring their resumes and other application materials. For a list of typical participants and more information, please go to www.le-gal.org.

August 7-8, 2009: 5th Annual Heartland Diversity Legal Job Fair, Hyatt Regency Crown Center, Kansas City, MO

Students who are interested in becoming part of Kansas City’s dynamic legal community should strongly consider attending this event. Students who will be returning to school in August and those graduating in May are eligible to attend the job fair, as employers will be interviewing for both summer and post-graduate positions. Leading law firms, legal associations, and corporate legal departments will attend and encourage law students to practice law in Kansas City. The HDLJF is designed to expose law students of diverse backgrounds to both traditional and non-traditional legal employers.

Students are encouraged to register as soon as possible after registration opens on March 26. Students who register before May 25th will be entered into a drawing for exciting prizes. The final deadline for registering is June 20th, 2009.

Students can register on-line and find more information about the Job Fair at http://www.heartlanddiversity.org/StudentReg.htm. You may also contact Emily Perry at 816-474-4322.

Upcoming Programs and Events

Tuesday, Feb. 10
Job Searching in the Current Economy
Judicial Institute, Lecture Hall
6:00–7:30pm

Monday, Feb. 23
Intensive Interview Preparation Program
Moot Court Room
1:00-2:00pm

Tuesday, Feb. 24
CLE: Trends in Sustainable Community Development and Real Estate
Moot Court Room
6:00-8:30pm
(Please contact Anne Marie McCoy amccoy@law.pace.edu for further information)

Wednesday, Feb. 25
Alternative Legal Careers
Room C-201
5:00-6:00pm

Monday, Mar. 2
2nd Annual Winter Career Fair
Tudor Room
4:00-8:00pm

Please be diligent in checking the Law School Events Calendar and the CCD Calendar on Symplicity for new events and programs.