

## CAREER SERVICES

Welcome to the Office of Career Services. Career Services is dedicated to meeting your needs by providing personalized career advising and the resources you need to plan and pursue the career you want. We can help you market yourself confidently and professionally and assist you in developing life-long job search techniques.

### **APPOINTMENTS**

Advisors are available to help you formulate your career plans, devise an effective job search strategy, and refine your application materials, either through scheduled half-hour appointments or same-day, 15-minute, drop-in sessions. Call 413-782-1416 to schedule an appointment.

### **MOCK INTERVIEWS**

Mock interviews with career advisors are a helpful way to prepare for the job search. If you would like your mock interview videotaped, please schedule a week in advance.

### **SYMPPLICITY**

Career Services online recruiting system, Symplicity, contains jobs, fellowships, internships, externships, and clerkships. It contains names, practice areas, and contact information for many firms. Most recruiting, including the submission of application materials, will be done through this online resource.

### **FIRST-YEAR STUDENTS**

For law students who attend schools that are, like Western New England College School of Law, members of the National Association for Law Placement (NALP), the first few months of a full-time student's first academic year are reserved for academic activities. NALP bylaws require career offices to wait until November 1st to begin actively working with full-time, first-year students. As a first-year student, you may apply to employers who are NALP members after December 1. You are free to pursue law-related employment with non-NALP members on your own during this initial period.

First-year students are strongly encouraged to actively participate in the First-Year Mentor Program, through which they are paired with an attorney. Applications are available in the fall.

### **CAREER RESOURCE ROOM AND WEBSITE**

The Career Services Resource Room and website, [www.law.wnec.edu/careerservices](http://www.law.wnec.edu/careerservices), contains a variety of reference materials for job seekers, including information on law firms, state and federal government agencies, corporations, public interest employers, various types of law practice, federal and state judicial clerkships, nonlegal career opportunities, fellowships, study abroad, summer study, graduate law programs, and links to many sites of interest to both students and alumni.

## **CAREER SEARCH GUIDES**

Career Services produces handouts on many aspects of career development, including the job search, resume and letter writing, interviewing techniques, networking, clerkships, fellowships, and more. All of our handouts are available on our website.

## **EMPLOYER PANELS AND INFORMATION SESSIONS**

During the academic year, professionals from a variety of legal fields offer panel presentations and individual information sessions. Topics include current hiring practices, industry trends, employment opportunities within presenters' organizations, types of law, and more. Information about specific programs can be found in the "Weekly Publications and Events" section of the Career Services website.

## **ALUMNI FINDER**

The "Alumni Finder" is a resource for finding alumni for informational interviews. You may ask for advice and information on such subjects as choosing a career, the nature of practice in certain areas of the law, and the local legal community. The "Alumni Finder" is located at [www.law.wnec.edu/alumni](http://www.law.wnec.edu/alumni) on the Law School website.

## **STUDENT NEWSLETTER**

Emailed to students regularly, the newsletter contains information on career events, postings for jobs (including internships, externships, and clerkships), and timely advice.

## **BULLETIN EXCHANGE & THE INTERCOLLEGIATE JOB BANK**

Career Services is part of the Intercollegiate Job Bank, a cooperative site that features job bulletins from law schools all over the country. It can be found at [www.law2.byu.edu](http://www.law2.byu.edu). Contact Career Services or check the welcome message in Symplicity for the confidential username and password.

## **FAX**

The Career Services fax machine may be used by students solely to send resumes, law transcripts, references, and other application materials to potential employers.

## **BUSINESS CARDS**

We provide students with student business cards for a small fee. Students can place new orders or reorders anytime throughout the calendar year.

## **RECIPROCITY**

Western New England College School of Law students and alumni may use Career Services at some other law schools. Requests for reciprocity can be made through Career Services here at the law school. Reciprocity is not usually extended from August 15 through November 15.