
ALUMNI RESOURCE GUIDE

Continue to achieve greatness in your next chapter

Career Development Office

Loyola University New Orleans College of Law

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INTRODUCTION TO C.D.O. AS A JD ALUMNA/ALUMNUS

Congratulations on your upcoming graduation! As you prepare to bid farewell to the classrooms where you have studied for the last three years, we are confident that you will continue to achieve greatness in the workplace through your hard work, dedication, and passion. It is our goal that this guide assists recent graduates who are looking for post-graduation employment and recent graduates who are employed but may find themselves in search of different employment in the future.

RESOURCES

The C.D.O. has many helpful resources available for Loyola law alumni, including, but not limited to, a job database, individual career counseling, resume and cover letter assistance, networking opportunities, interview preparation, and salary information. We have compiled many resources in this guide, but if you do not find what you are looking for, please do not hesitate to reach out – we are here to help!

RESUME BOOKS

The C.D.O. also collects resumes of our graduating students for distribution to legal employers in the weeks/months following graduation. This Resume Book Collection is limited to Loyola University New Orleans College of Law students. THERE IS NO G.P.A. OR RANK REQUIREMENT to participate in the Resume Book collection. The C.D.O. strongly recommends that you have your resume reviewed before submitting it to the Resume Book. Please note that the distribution of this Resume Book to potential employers is intended to supplement, not replace, your own job search efforts. If at any point you wish to have your resume removed from the Resume Book, please promptly notify the C.D.O.

COUNSELING APPOINTMENTS

To make an appointment with an Alumni Career Advisor, please email lwcareer@loyno.edu.

CAREER DEVELOPMENT OFFICE

LS Room 101

(504) 861-5562

<https://law.loyno.edu/careers>

lwcareer@loyno.edu

As you journey forward, we wish that your workplace be filled with professional growth and that you enjoy continued success and fulfillment!

All the best,

The Career Development Office

LOYOLA'S POST-GRADUATE PROGRAMS

GRADUATES FOR JUSTICE

This post-graduate internship program offers full-time, short-term employment opportunities to recent Loyola law graduates waiting for results from the Louisiana Bar Examination. Post-graduate interns work for eight weeks, earning \$6,000.00. Post-graduate interns will work with local legal services offices, including Southeast Louisiana Legal Services, Disability Rights Louisiana, CrescentCare Legal Services, and Acadiana Legal Services Corp. Paid interns gain invaluable legal experience and skills while assisting the indigent in our community. Interested graduates must comply with the following guidelines.

- Interns must complete the required contract before beginning the internship. Please be aware the contract is a binding document. Graduates should not accept an internship placement unless committed to completing the program.
- The Gillis Long Poverty Law Center will send funds for the intern's salary to the host office. The office's payroll department will answer questions regarding pay periods and tax withholdings.
- Post-graduate interns may expect to work 35 hours per week.
- Due to funding regulations, Gillis Long may not place interns in offices providing criminal legal services.

GILLIS LONG SOCIAL JUSTICE FELLOWSHIP PROGRAM

The Gillis Long Poverty Law Center and Southeast Louisiana Legal Services (S.L.L.S.) partner to offer the Gillis Long Social Justice Fellowship to a recent Loyola College of Law graduate who works for one year in one of S.L.L.S.' six offices, serving the unmet legal needs of the community.

THE MONICA AND MARK SURPRENANT GRADUATE AWARD

The Gillis Long Poverty Law Center and S.L.L.S. are delighted to partner with Monica and Mark Surprenant to offer the **Monica and Mark Surprenant Graduate Award**, which provides funds that will be used as additional support for **ONE** Gillis Long Social Justice Fellowship. This award will increase the salary of one fellow who commits to and continues working for Southeast Louisiana Legal Services (SLLS). ***If the recipient does NOT pass the July 2026 Louisiana Bar Exam, he/she will not receive the Award, even if he/she subsequently passes the February 2027 Louisiana Bar Exam.***

LOAN REPAYMENT ASSISTANCE PROGRAM

Beginning in 2023, the [Louisiana Bar Foundation](#) (L.B.F.) began administering the Loan Repayment Assistance Program. The L.B.F. is dedicated to making a career in civil legal aid more competitive with other legal fields. The Loan Repayment Assistance Program (LRAP) provides forgivable loans of up to \$5,000 per year to attorneys working in a public interest position. The loan is disbursed quarterly and is forgiven after completion of 12 months employment at the legal aid provider. Recipients of this funding are welcome to re-apply annually for assistance. Applications for this grant open December 2025 and close February 27, 2026. Read more about the Loan Repayment Assistance Program and grant guidelines [here](#).

HOW TO FIND JOB OPPORTUNITIES

RESEARCH POSSIBILITIES

Below are some tools which may assist you:

1. SYMPPLICITY

This site gives you access to many active job listings.

2. JOB/EMPLOYER WEBSITES

In addition to the websites of particular firms and organizations, there are many websites that post available legal jobs. Here are a few examples:

GENERAL EMPLOYMENT SITES

Career Builder: www.careerbuilder.com

City Newspapers (i.e. www.nola.com/jobs/, The Advocate)

Craigslist: www.craigslist.org

EmplawyerNet: <http://www.emplawyernet.com/>

FindLaw Career Center: <http://careers.findlaw.com/>

Glassdoor: <http://www.glassdoor.com/index.htm>

Indeed: www.indeed.com

Lawcrossing: www.lawcrossing.com

LawJobs: www.lawjobs.com

LinkedIn: www.linkedin.com

Martindale Career Center: <http://www.martindale.com/Careers/Careers>

Monster: www.monster.com

National Association of Legal Professionals (NALP): www.nalp.org

NALP Directory of Legal Employers: <http://www.nalpdirectory.com/>

Salary.com: <http://www.salary.com> (also has good salary information)

Simply Hired: www.simplyhired.com

U.S. Bureau of Labor Statistics: www.bls.gov (also has good salary information)

Vault: <http://jobs.vault.com>

GOVERNMENT OR GOVERNMENT-RELATED SITES

CareerOneStop: <http://www.careeronestop.org/>

Department of Labor:

<http://jobsearch.about.com/od/departmentoflabor/p/ladol.htm>

Federal Courts: www.uscourts.gov

The Hill: www.thehill.com

HillZoo: www.hillzoo.com

Louisiana State Government: www.louisiana.gov (or state government website for your state)

Louisiana Department of State Civil Service:

<http://www.civilservice.louisiana.gov/Divisions/Staffing>

Louisiana Workforce Commission: <http://www.laworks.net/>

Louisiana Civil Service Commission: <https://www.civilservice.louisiana.gov>

OSCAR: <https://oscar.uscourts.gov/> (clerkships and staff attorney positions in federal court)

Public Affairs Counsel: <http://pac.org/jobs>

Roll Call: www.rcjob.com
USA Jobs: <https://www.usajobs.gov/>
WorkNOLA: <https://worknola.com/>
Louisiana Association of Public Charter Schools:
<http://lacharterschools.org/careers>

INTERNATIONAL SITES

Going Global: <http://www.goinglobal.com/>
Foreign Policy Association: <http://www.fpa.org/jobs/> (Foreign Policy Association)
Simply Law Jobs: <http://www.simplylawjobs.com/>

NONPROFIT SITES

Idealist: www.idealist.org
Nonprofit Oyster: <http://careers.nonprofitoyster.com/jobseeker/search/>
NonProfitJobs.org: <http://www.nonprofit-jobs.org/>
The Non Profit Times: <http://www.thenonproffitimes.com/jobs/>
Public Service Law Directory (PSJD): http://www.psjd.org/resource_center
Opportunity Knocks: <http://www.opportunityknocks.org/>
Public Service Careers: <http://www.publicservicecareers.org>

STAFFING AGENCIES (SAMPLE LIST)

Adams and Martin Group. A Roth Staffing Company: <http://rothstaffing.com>
Adecco: <http://www.adeccousa.com/>
Adeeta: <http://www.adeeta.com/>
BCG Search: <http://www.bcgsearch.com/>
Brooke Staffing: <http://www.brookecompanies.com/>
Counsel on Call: <http://www.counseloncall.com>
CSI Executive Search: <http://www.csi-executivesearch.com/neworleans-recruiters/>
Freelance Attorney Marketplace: lawclerk.legal
General Counsel Consulting (GCC): <http://www.gccconsulting.com/>
Kelly Law Registry: <http://www.kellyservices.us/US/Careers/Careers-in-Law/>
Kinney Recruiting: <http://www.kinneyrecruiting.com/>
Lucas Group: <http://www.lucasgroup.com>
Lumen: <http://www.lumenlegal.com/legal-jobs/job-search/>
Major Africa: <http://www.mlaglobal.com/>
Moses Legal Search: <http://www.moseslegal.com/>
Park & Lynch: <http://www.parkerlynch.com/>
Pye Legal Group: <http://www.pyelegalgroup.com/>
Legal Espresso: <http://www.legalespresso.com/>
Robert Half Legal: <http://www.roberthalf.com/legal/>
Shuart & Associates: <http://www.shuart.com/>
Special Counsel: <http://www.specialcounsel.com/>
Strategic Recruitment Solutions:
<http://www.strategicrecruitmentsolutions.com>
Update Legal (nationwide): <http://www.updatelegal.com/>

Warren Recruiting (Texas, Southwest, Midwest):
<http://www.warrenrecruiting.com/>

3. NETWORKING

Roughly 70-80% of jobs are obtained through personal networking. You can reach out to attorneys whose practice areas interest you via email asking for some time to talk once you have made a connection.

- Use your existing network, including family, friends, sororities/fraternities, employers, and previous professors who may be able connect you with attorneys in your preferred field.
- The C.D.O. can also connect you with attorneys in particular legal areas.
- Loyola law alumni are part of another network reachable through the Loyola University Alumni Association, bar associations, and Martindale-Hubbell's website (www.martindale.com), searchable by law school, areas of practice, and/or locations that interest you.

4. LINKEDIN

Create a profile on LinkedIn, the largest professional site and often the first result from a Google search of your name by prospective employers. On LinkedIn as well as other social media sites, use privacy settings, and post information that supports job qualifications, awards, and accolades with correct spelling, punctuation, and grammar. LinkedIn has an alumni tab for you to identify alumni in your field for career opportunities. Additionally, LinkedIn helps you find relevant jobs that suit your skills and qualifications. You can either search for a job using the search field on the top of the LinkedIn homepage, or you can directly access the Jobs page where you can search and apply for jobs.

5. BAR ASSOCIATIONS

American Bar Association (ABA): www.americanbar.org

Federal Bar Association: www.fedbar.org/jobs

Hispanic National Bar Association: www.hnba.com

LGBTQ+ Bar: www.lgtbqbar.org

Louisiana State Bar Association: www.lsba.org (or similar site for your particular state/city)

Louisiana Association for Justice: <https://www.lafj.org/>

Local County and Parish Bar Associations and Specialty Bar Associations

National Bar Association: www.nationalbar.org

National Asian Pacific American Bar Association: www.napaba.org

INFORMATIONAL INTERVIEW EMAILS/ NETWORKING EMAILS

WHY SCHEDULE AN INFORMATIONAL INTERVIEW?

You can gather first-hand information about the various roles and responsibilities of an attorney in a certain practice area of law, and education regarding the daily duties associated with that area.

WHAT IS AN INFORMATIONAL INTERVIEW?

An informational interview is an informal discussion to gather information about an area of law, type of practice, career options, and other topics. An informational interview is similar to networking, because you are making a connection to someone. In addition to the connection, in an informational interview, you are asking questions and listening to find out more about the duties and responsibilities associated with practicing in a certain area of law. It is not a job interview even though the contacts you make may lead to employment.

HOW TO IDENTIFY AN ATTORNEY FOR AN INFORMATIONAL INTERVIEW

There are many ways to identify attorneys who practice in a certain area of law: alumni, martindale.com, LinkedIn, google searches, LexisNexis, Westlaw, etc. See “How to Find Job Opportunities - Research Possibilities” in the Career Guide.

HOW TO SET UP AN INFORMATIONAL INTERVIEW

To set up your informational interview, contact someone by telephone, email, or text. Introduce yourself, state how you got their name and information, and ask if they have 15-20 minutes to meet by phone, video conference, or in-person. For sample Informational Interview Emails, see the “Samples” section below.

SAMPLE QUESTIONS TO ASK DURING AN INFORMATIONAL INTERVIEW

- How did you get involved in this area of law?
- What is a typical day/week/month like for you?
- What are the skills needed to succeed in this practice area?
- What courses do you recommend taking to pursue this practice area?
- What experience did you have prior to law school?
- How long after law school did it take you to conduct a deposition, motion, trial, etc.?
- Is your practice mostly transactional?
- How often do you litigate/attend court proceedings?
- Is there any travel involved in your practice?
- What projects are you working on now?
- Are there opportunities for growth in this field of law?
- What are the major rewards/frustrations with this position?
- If you could do it all over again, would you change anything?
- Do you have any advice for someone entering this area of law?

HOW TO CONDUCT AN INFORMATIONAL INTERVIEW

- Dress in business attire

- Arrive early
- Introduce yourself
- Thank your contact for meeting with you
- Ask your questions
- Listen
- Do not exceed your allotted time

WHAT TO DO AFTER THE INTERVIEW

- Send a thank you note
- Follow up on suggestions that were recommended
- Keep in touch with and update the practitioner on your progress

HEAR FROM A PRACTITIONER

“Entertainment is a relationship-driven business. That is a fact. Accordingly, one of the best things that aspiring entertainment attorneys can do is to reach out to people in the industry for a conversation and to seek advice. I think that many people underestimate the extent to which established practitioners want to help others - partly out of a desire to “give back” but also because law students and junior associates are tomorrow’s partners and clients! Accordingly, law students and junior associates should be seeking to develop their network on a continual basis - it is much better to build relationships before you actually need something (like a job). When an attorney agrees to meet you, be prepared. Do your research. Have your questions prepared. Seek advice. You may be surprised how well people respond to being asked insightful questions from somebody who is genuinely interested in their work.

The same advice goes for former interns as well - I would recommend that you keep in touch on a regular basis after you complete your internship. Send email updates, invite former colleagues to coffee, post LinkedIn updates for your network to see. To drop another real life anecdote, I will never forget what a great job a former intern did in keeping in touch with our firm after her internship. She took a job in public television after law school, and during that time regularly met with attorneys in the firm to update us on her work. When a position opened up, we hired her as an associate and she did a great job for us before moving in-house with a national media group.

Nine times out of ten, I will agree to meet with a law student or young attorney or get on the phone with them if they reach out. However, if someone does not respond, do not take it personally and do not be dissuaded. Sometimes it just means that they are extremely busy, or perhaps have something else going on in their life. As long as you are courteous and professional, and respectful of people’s time, there is never any downside in reaching out.

With that said, if I do meet with someone, I expect them to have done their research - about the industry, the firm, and myself. If I meet with someone who claims to be an aspiring entertainment attorney, but they are oblivious when I mention current national litigation matters in the field, that is a major black mark. Likewise, if someone hasn’t bothered to look at my bio on the firm website, that is a huge negative. On the other hand, I am usually very impressed when someone has done their due diligence about me and my work. Bonus points if you have looked into my interests as well. Don’t underestimate the power of commonality, and of talking to people about their interests.

The bottom line is this - you never know when an opportunity may arise. An associate may

suddenly decide to go in-house, or a big new client comes in, and thus an opportunity is created. The best thing that you can do is keep in touch so that you are top of mind when there is a vacant role.” – Simon Pulman, Entertainment Lawyer

NETWORKING EMAILS: SETTING UP INFORMATIONAL INTERVIEWS

Emailing a person you do not know for a job or for more information about a practice area can be intimidating. However, this is often necessary for effective networking. A few pointers:

1. Identify yourself in the first line of your email.
2. Research people before you ask to meet. Not only will knowing a person’s background help during the actual conversation, but you will usually find tidbits you can drop into your email to make it more compelling.
3. Include very specific questions regarding what you want from the meeting. Too many people show up to informational interviews with no idea what to ask, resulting in wasted time for all parties involved. If people see you have a concrete goal for the meeting, they will be much more likely to say yes.

Consider asking the following questions:

- What does a typical day of work consist of?
- How much litigation is involved in your practice?
- Did you get experience in this area when you were in law school?
- Did you take certain classes related to this field?
- Are you from this (geographic) area?

4. Follow-up within a week or two if you do not receive a response.

NETWORKING EMAILS: FOLLOW-UP WITH NETWORKING CONTACTS

A huge part of networking is following up with the people you meet. If you meet someone and they ask you to contact them, make sure to follow through and connect with the person. Also, again a little research on a person can add to the quality of the email.

RECIPROCITY

WHAT IS RECIPROCITY

Reciprocity allows Loyola students and graduates to obtain career resources, including access to job postings, from other American Bar Association (A.B.A.) accredited law schools. Reciprocity is especially helpful for students and graduates seeking work outside of Louisiana.

Each law school has a different reciprocity policy. Policies differ as to the amount of time reciprocity is available per calendar year, the student's status, and the type of resources available under a reciprocity agreement. For instance, most law schools have a "black-out" period when they do not accept reciprocity requests, including during On-Campus Interview season and directly after bar exam results. Some schools may also require a student or graduate to appear in person to use career resources and may limit the number of reciprocity requests granted per calendar year.

WHERE TO FIND A SCHOOL'S RECIPROCITY POLICY

Schools typically list their reciprocity policies under the Career Development section of the school's website. You can also view links to the reciprocity policies of the NALP member law schools on the NALP website: <http://www.nalp.org/reciprocitypolicies?s=reciprocity>).

HOW TO OBTAIN RECIPROCITY

The Career Development Office (C.D.O.) must request reciprocity on your behalf. Please read the instructions below before submitting your reciprocity request.

Instructions:

1. After you carefully review a school's reciprocity policy and dates of access, email the C.D.O. at lwcareer@loyno.edu with the name and contact information of the reciprocity contact for the school and a copy of the school's reciprocity policy.
2. Please allow 24-48 hours for the C.D.O. to process your request.
3. If reciprocity is granted, the school will notify you and provide instructions on accessing its resources and job postings. If you are required to be physically present to access a school's job bank, it is your responsibility to contact that school's career office and arrange a date and time to visit. Make sure to ask how they would like for you to store any job bank information (flash drive, CD, webmail, etc.). Take a copy of the letter granting your reciprocity and a photo I.D. with you.

WHEN TO REQUEST RECIPROCITY

Email the C.D.O. your reciprocity request a day or two before the period of access listed in a school's reciprocity policy begins.

SYMPPLICITY INSTRUCTIONS

FIRST TIME LOG-IN

Log-In Page: <https://law-loyno-csm.symplicity.com/students/>

Username: **Your Full Loyno Email Address**

1. If you graduated after 2014, you automatically have a Symplicity account. Use your password or, if you did not use Symplicity during your law school career, enter the default password which is “**wolfpack**”. Once you have logged in, go to the top of the page, and in the top right corner, click the circle with your initials, go to **My Account**, and select **Password Settings**.

[**Note:** If you at any time forget your password, click on the **Forgot Password** link on the Symplicity log-in page, or contact lwcareer@loyno.edu for assistance. ***Do not register for a second Symplicity account.*** If you are receiving an error that your account is not recognized, or having other login issues, first check that the website URL contains “students” and not “employers” or “manager,” to ensure you are using the right portal. You may also have to delete your browser cookies.]

2. After you have changed your password, you should then complete your **Personal Profile**. At the top of the **My Account** page, select **Personal**, and then add/update your information. Click **Save Changes** when completed.

DOWNLOADING THE SYMPPLICITY APP

To download the Symplicity mobile application, go to the App Store or Google Play Store, depending on your device, and search for Symplicity (making sure to spell it with a “Y” at the beginning). The correct app should have an icon of a hot air balloon (see below):



Download and open it, where you will be prompted to choose your school. Double check that you have selected the correct Loyola (Loyola University New Orleans College of Law). Once you have set your school to Loyola, the app’s icon will change to Loyola’s logo.

JOBS

To search for jobs, click on the **Jobs** tab. You can search specific jobs by the position name, employer name, or Symplicity job number, as well as by location. Click on the button with the image of the three sliders to pull up advanced filters, including job type and application deadline.

To learn more about a particular job, click on it to see the position and employer description, which will usually say more about the employer’s work and what qualifications they desire from an applicant. You can save any listings you would like to return to later by pressing the **Save** button. Be sure to note any details about the application process included in the job description; the majority of jobs will have

you email your application materials directly to a specific contact, which will not require you to use Symplicity.

If there is no stated application preference, or if the posting asks you to apply through Symplicity, click the **Apply** button to begin your application process, during which you will be asked to upload documents. These must already be converted to PDF and uploaded to the **My Documents** section of your profile. Please label your documents, especially cover letters, with the employer you are applying to, in order to ensure that you do not send incorrect documents to an employer. Any applications you submit through Symplicity will be visible afterwards in the **Applications** section of the **Jobs** tab.

EMPLOYERS

The Employers tab holds a list of every employer registered in our system, regardless of whether they have an active job posting. Clicking on an employer profile will show their organizational overview, current job postings, and potentially any contact information they agreed to make visible. To search for an employer, put the entire employer name into the search bar. If you do not know the full employer name, type a keyword or two. Symplicity will search for this keyword in an employer's title, description, and job postings, so it may not always give the most streamlined results.

RESOURCES

This tab holds any general resources that the C.D.O. thinks might be useful in your job search or general career planning. It currently only holds the **Content Library**; clicking on this will reveal some helpful PDFs including practice guides and digital copies of the Career Guide. These can be downloaded for offline reference.

HOME PAGE

The home page contains shortcuts to some of the various tools enumerated above.



ELEMENTS OF A WINNING RESUME

HEADING AND CONTACT INFORMATION

- Your name should be at the top of the page and should be slightly larger than the rest of your resume
- Include your address, telephone number, and professional email address
- If you are applying for a position located out of state and have an address in that state, consider listing that address on your resume (be sure that you have access to any correspondence that may be sent to that address)
- The entire heading should be formatted in bold typeface
- Include your bar license or whether you are registered or have taken a bar exam

EDUCATION

- For recent graduates, either begin with your “Education” section in reverse chronological order, or begin with a “Licensures” section. See examples
- Use your school’s complete name and the city and state where it is located: “Loyola University New Orleans College of Law, New Orleans, Louisiana”
- Your law degree is Juris Doctor (**NOT** Juris Doctorate)
- Spell out degree names and all acronyms
- If you are in a joint program, list degrees separately
- When listing your current law school G.P.A., include your complete G.P.A. which includes three decimal spaces (e.g., 3.017) and your **official** class rank (e.g., Top 55%)
- For your undergraduate G.P.A. (and, if applicable, graduate) use the G.P.A. listed on your transcript (that may not be listed to three decimal spaces)
- Your official class rank is listed on LORA and is released by Law Records
- You may choose to include a subsection (e.g., Honors, Activities, Skills Courses, Relevant Coursework, Academic Scholarships, etc.); your subsection may include a course in which you earned an “A,” professional or student organizations in which you are a member, and moot court, trial advocacy, and journal involvement

EXPERIENCE

- List your work experience in reverse chronological order beginning with your most recent work experience
- Title this section: Legal Experience, Professional Experience, Business Experience, etc. (You may have more than one section, e.g., your resume may have a Legal Experience section and a Professional Experience section)
- List the Employer’s full name, city, and state on first line
- List your job title and dates of employment using the month and year (e.g., June 2025-August 2025) on the second line
- A job description is next and should describe the duties you performed while employed
- Use action verbs to begin your descriptions (e.g., managed, coordinated, drafted, researched, etc.)
- Use past tense action verbs for all positions except your current one(s)

- Never use the first person (e.g., “I” and “me”)
- Describe the kind of work tasks you performed, rather than what you might have learned (e.g., “Answered client telephone calls” not “Learned how to speak with clients”)
- List any accomplishments, skills, and results
- Use either paragraph form or bullet point form, though the paragraph form allows you to include more information on your resume

INTERESTS/COMMUNITY INVOLVEMENT/CIVIC INTERESTS

- You may want to consider adding optional information about your hobbies and interests
- Hobbies and interests can be a great way to show employers that you’re well-rounded
- Adding hobbies and interests can help support a resume with limited professional experience and highlight important interests that extend beyond your work history and education
- Some employers may look favorably on resumes that include hobbies and interests as they might help employers connect with you on a more personal level
- Before adding hobbies and interests to your resume, consider what you’re trying to communicate to potential employers with this information

LANGUAGE, LICENSURES, AND OTHER SKILLS

- List any language skills you have in a separate Language Skills section
- Be sure to specify your level of expertise in the language you list (e.g., conversational, fluent)
- Technical skills, specialized training, and licenses may be listed in a separate section (e.g., “Training, Licenses, Certifications, and Other Skills”)

FORMATTING

- Formatting should be conservative and consistent
- EDIT CAREFULLY for spelling or grammatical errors
- Use .5” to 1” margins all around and 10.5-12 point font
- Use Times New Roman or Garamond font
- One page or two pages? It depends on your experience and the type of employer to whom you are applying. For instance, a law firm employer may want only one page of your most relevant experience. However, a public interest or government employer may want to see all of your experience
- Print your resume on ivory or white paper
- Use black ink only

WHAT NOT TO INCLUDE ON YOUR RESUME

- “References available upon request” or a list of your references
- Personal information: gender, social security number, marital status, birth date, etc.
- Your picture, graphics, or unusual fonts
- High School information (though there may be some exceptions)
- Addresses for your employers or schools - only include city and state

SAMPLE RESUME – OUTSIDE OF LOUISIANA/RECENT GRADUATE

JOHN J. DOE

(218) 861-5562
jdoe@my.loyno.edu
111 Appleville Place
Dallas, Texas 75218

LICENSURES

Multi Professional Responsibility Exam, Passed July 2025
Texas Bar Examination, Registered for the July 2026 Exam

EDUCATION

Loyola University New Orleans College of Law, New Orleans, Louisiana

Juris Doctor, May 2026

Common Law Division

G.P.A.: 3.115, Rank: Top 41% (63/155)

Honors, Activities, & Relevant Coursework:

Lawyering I (Legal Research and Writing), Earned “A”

Public Interest Law Journal, Print Editor

Texas Bar Association, Student Member

Honor Board, 1L Representative

Texas Christian University, Fort Worth, Texas

Bachelor of Science in Criminology, May 2023

G.P.A.: 3.521

Honors and Activities:

Alpha Beta Xi Honor Society, Member

Pre-Law Society, Member

LEGAL EXPERIENCE

Loyola University New Orleans College of Law, New Orleans, Louisiana

Student Attorney, Criminal Defense Clinic, August 2025-Present

Sworn into the limited practice of law under the supervision of Clinical Professor Judson Mitchell. Represented clients in various criminal litigation matters including misdemeanors and felonies. Drafted memoranda, motions, appeals, briefs, and other legal and court documents. Conducted extensive client interviews and depositions. Appeared at numerous hearings and court proceedings on behalf of client. Presented arguments to the court. Argued successful Motion to Quash evidence at trial.

Honorable Dewey I. Decimal, Civil Court, Fort Worth, Texas

Judicial Intern, June 2025-August 2025

Reviewed pleadings submitted by parties and drafted bench memoranda summarizing facts, issues, and case law for motions regarding various personal injury and contract law matters. Coordinated pre-trial conferences. Drafted orders. Scheduled trial dates and communicated with counsel and pro-se litigants. Observed bench and jury trial proceedings and pre-trial conferences.

Dallas County Legal Services, Dallas, Texas

Intern, June 2024-August 2024

Drafted and filed motions in Civil Court for Dallas County related to family law issues for indigent clients. Worked under the supervision of staff attorneys. Conducted client interviews for family law related issues including divorces, name changes, and referrals to social service agencies. Communicated status of matter to clients.

CIVIC INVOLVEMENT

Walden Brooks Community Outreach, Mentor for Middle School Students

LANGUAGE SKILLS

Fluent in Spanish

SAMPLE RESUME – LOUISIANA/RECENT GRADUATE

JOHN J. DOE

(504) 861-5562

jdoe@my.loyno.edu

23 Dominican Street

New Orleans, Louisiana 70118

LICENSURES

Multi Professional Responsibility Exam, Passed July 2025

Louisiana Bar Examination, Registered for the July 2026 Exam

EDUCATION

Loyola University New Orleans College of Law, New Orleans, Louisiana

Juris Doctor Candidate, May 2026

Civil Law Division

G.P.A.: 3.057 Overall Class Rank: Top 37% (111/300)

Honors and Activities:

Moot Court, Semi-Finalist

Federal Civil Procedure I, Earned "A"

The Maritime Law Journal, Member

Loyola Chapter of the Federal Bar Association and American Bar Association, Member

Louisiana State University, Baton Rouge, Louisiana

Bachelor of Arts in Political Science (Minor: Sociology), May 2023

G.P.A.: 3.57, *cum laude*

Honors and Activities:

Dean's list, Recipient

Tri Delta Sorority, Vice President and Member

LEGAL EXPERIENCE

Stuart H. Smith Law Clinic & Center for Social Justice, New Orleans, Louisiana

Student Practitioner – Criminal Defense Clinic, August 2025-May 2026

Conducted all aspects of criminal defense litigation, including attending hearings and trial, performing legal research, conducting factual investigation, drafting and filing memoranda, motions, and briefs, conducting client and witness interviews, negotiating plea agreements, analyzing discovery materials, and developing and strategizing case theories. Argued successfully a Motion to Quash defendant's statement.

St. Tammany Parish Public Defenders' Office, Covington, Louisiana

Extern, May 2025-August 2025

Assisted attorneys in all aspects of criminal defense litigation, including performing legal research, conducting factual investigation, drafting memoranda and motions, analyzing discovery materials, preparing briefs, attending hearings and trial, and conducting client interviews.

Innocence Project New Orleans, New Orleans, Louisiana

Legal Intern, July 2024-August 2024

Researched and investigated information needed for cases, including reviewing and transcribing court and police documents. Organized and maintained case files. Prepared for and attended state legislative briefings and policy meetings. Drafted and edited memoranda, briefs, pleadings, and correspondence, and conducted client interviews.

PROFESSIONAL EXPERIENCE

Jefferson Parish President's Office, Harahan, Louisiana

Summer Intern, June 2023-August 2023

Researched and maintained information on various committee projects and developments.

Investigated, recorded, and resolved constituent complaints. Prepared for council meetings.

COMMUNITY INVOLVEMENT

Know Your Rights Outreach, Presenter

Asia, Africa, and Middle East, Hiker

SAMPLE RESUME – LOUISIANA/EXPERIENCED GRADUATE

JAN J. DOE

111 Pine Street

New Orleans, Louisiana 70118

(504) 861-5562 | jdoe@my.loyno.edu

LinkedIn: <http://www.linkedin.com/in/jane-doe>

LICENSURES

Louisiana Bar Association, Admitted October 2022

LEGAL EXPERIENCE

Wall, Bullington, and Cook, PLC, New Orleans, Louisiana

Associate, September 2022-Present

Advise oil and gas clients regarding issues related to federal and state environmental laws and regulations, including preparing detailed title opinions for gas and development projects. Conduct research and draft memoranda on issues including risk management, natural disaster, ownership of offshore oil and gas, and corporate responsibility. Negotiate amendments to existing leases. Work closely with landowners and third-party representatives to mediate title disputes.

U.S. Environmental Protection Agency (E.P.A.), Office of General Counsel, Washington, D.C.
Summer Honors Program Intern, May 2021-August 2021

Performed research and writing projects for pesticides and toxic substances. Reviewed complex mineral leases. Reviewed a corporation's merger and acquisition to ensure corporate compliance. Assisted in drafting a compliance manual issued by the EPA to corporations.

Gulf Restoration Network, New Orleans, Louisiana

Legal Intern, May 2020-August 2020

Worked on a campaign to increase awareness about the need for holding oil and gas companies accountable for their role in the Louisiana wetland loss. Drafted memoranda regarding protection offered by the Clean Water Act and other federal and state statutes.

EDUCATION

Loyola University New Orleans College of Law, New Orleans, Louisiana

Juris Doctor Candidate, May 2022

Common Law Division, Certificate in Environmental Law

G.P.A.: 3.561, Rank: Top 25%

Honors, Activities, & Relevant Coursework

Environmental Law, Earned "A+" and Academic Excellence Award

Land Use Law, Earned "A"

Environmental Law Society, President, 2021-2022

Moot Court, Staff Member

Skills Classes: Effective Appellate Writing; Real Estate Transactions; The Art of Persuasion

Louisiana State University, Baton Rouge, Louisiana

Bachelor of Science in Coastal Environmental Science, May 2018

G.P.A.: 3.521

Honors and Activities

Louisiana Sea Grant Research Project: investigated metal contamination in campus lakes

Pre-Law Society, Member

PUBLICATIONS

Jan J. Doe, *The Influence of French Laws and Treatises on the Jurisprudence of Louisiana: 1762-1828*, 42 Loy. L. Rev. 1485 (2022)

COMMITTEE AND COMMUNITY INVOLVEMENT

Louisiana Pro Bono Project, Participant

Louisiana Chapter of the National Multiple Sclerosis Society, Event Participant

Brother Martin High School, Alumnus



WRITING IMPRESSIVE COVER LETTERS

The cover letter is the first indication an employer has to form an impression of you. It is important to craft your letter toward the type of employer you are addressing. For example, government agencies, judges, and law firms each seek different information in cover letters, so applicants should tailor their letters accordingly.

All legal employers evaluate cover letters as an initial writing sample. When you carefully draft a cover letter that catches the reader's attention, they are more likely to read your resume with interest. Writing a well-researched, error-free cover letter sets you apart from other applicants and demonstrates your potential work product. Therefore, it is critical that you carefully edit and proofread your letter. It is important to adhere to these formalities even though most applications are submitted via email. If submitting a paper application, however, all application materials should be printed on ivory or white paper.

Your cover letter should always address why you are interested in the position/employer and why the employer should be interested in you. Your cover letter should:

- highlight your relevant experience/accomplishments;
- be individually tailored to the employer;
- be well-researched and well-written; and
- be concise - no more than one page.

While you do want to write your cover letter deliberately and avoid repetition, cover letters are not hard to write! Remember that cover letters are business documents, and as such, less is often more.

MODEL COVER LETTERS

Use model cover letters as a model only. Employers can quickly distinguish a cover letter that has been lifted from a model or template from an original well-written cover letter. Compose thoughtfully written cover letters to represent yourself. Well-written cover letters focus on the reader, not the writer. Thus, a well-written cover letter does not include many instances of the word "I."

TO WHOM DO YOU ADDRESS YOUR LETTER

Most legal employers have an administrator or attorney to whom you should address your correspondence. If you cannot identify the appropriate point of contact through research, on the employer's web site, the NALP Directory, or other search engine, it is acceptable to call the employer and ask for the name of the recruiting contact. If after researching you are still unable to locate a specific name, you may address your cover letter to "Recruiting Coordinator" or a similar title. Also, be sure to respect people's pronouns in a cover letter. Pronouns may be found in the heading of correspondence and in email signatures.

CONVEYING INTEREST IN AN EMPLOYER

Simply stating that you are impressed with the employer's law practice is **not enough**.

Carefully frame your credentials to the employer's practice. Make it evident to the reader that you possess knowledge of the employer and that you have researched the firm or organization's attorneys and their accomplishments. Then tie your accomplishments to what they do. You can locate an organization's specific information on their website and by researching their attorneys on Martindale.com, Google, and other search engines.

AVOID PUFFERY AND PLATITUDES

Cover letters should be credible. Do not state that you are perfect for the position or that you will be an asset to the organization. As a new associate, it will take the firm several years to break even on training you. Be unpretentiously confident by making statements such as, "I have enjoyed success in ____," or, "My strengths are particularly suited to your practice because ____."

GEOGRAPHIC CONNECTIONS

If ties between you and the employer's city are not readily apparent from the resume, establish the connection in the cover letter. Some employers want to know applicants have a genuine interest in their locality. For example, it is perfectly acceptable to indicate that you will remain in the area because your fiancé grew up there. Whatever the reason is for your tie to the area, the only criteria is that it is genuine. Furthermore, indicate when you will next be in town to give the employer the idea that you are there frequently. Besides, the employer may be interested in interviewing you during your trip.

SIGN YOUR COVER LETTER

It bears repeating that your cover letter should be a maximum of one page and must include your signature.



FORMAT OF A COVER LETTER

HEADING:

Your Name

Email, Address, and Telephone Number

DATE:

Month Day, Year

ADDRESSEE:

John Doe, Esq.
Name of Firm
Street Address
City, State Zip Code

RE: Always state the reference of your letter to make your letter easy to find on a desk saturated with other letters. (Example: Re: Associate Position)

GREETING: Dear Mr. Doe:

FIRST PARAGRAPH: The first paragraph of a cover letter identifies who you are. Include that you are a recent graduate from Loyola University New Orleans College of Law and clearly state the position to which you are applying. If you are applying outside of Louisiana, state your connection to the geographic locale to which you are applying. Also, be sure to mention if a particular person recommended you for the position.

SECOND PARAGRAPH: This paragraph is your chance to sell yourself or highlight any skills or experiences making you unique. We do not provide sample language here, because it is important that you individualize your letter based on your own experiences and skills. Include the following:

- (1) Prior work experience.
- (2) Completion of certain relevant courses; journal and trial advocacy involvement; and/or exceptional grades.
- (3) Convey your interest in the employer, and frame your credentials to the employer's practice. Make it evident to the reader that you possess knowledge of the employer and that you have researched the firm or organization's attorneys and their accomplishments. Then tie your accomplishments to what they do.

THIRD PARAGRAPH: Close your letter in a manner that allows you to follow up. Request an interview and inform the potential employer of dates you plan to be in his/her/their city or state (if applicable) and indicate that you would like to arrange an interview during that time.

CLOSING

SIGNATURE

TYPED NAME



ENCLOSURES: List your enclosures here.

SAMPLE ALUMNI COVER LETTER

Mary K. Smith
7214 St. Charles Avenue
New Orleans, Louisiana 70118
(504) 123-4567 msmith@loyno.edu

May 19, 2026

Ken Johnson, Esq.
Recruiter
McVey, Laird, and Chien, LLP
10 Union Street
New Orleans, Louisiana 70130

Re: Associate Attorney Position

Dear Mr. Johnson:

I am excited about the opportunity to apply for the Associate Attorney position with McVey, Laird, and Chien, LLP. I recently graduated from Loyola University New Orleans College of Law and took the Louisiana Bar Examination in July. I was born and raised in New Orleans and look forward to starting my post-graduate legal career here.

My research indicates that your firm specializes in insurance defense, which is an area in which I have substantial experience for a recent law school graduate. As a law clerk for an auto subrogation firm during the past two years, I was exposed to a tremendous variety of insurance issues in connection with civil litigation. Due to the extremely heavy caseload of the firm, I assumed a great deal of responsibility. I quickly became adept at multi-tasking and prioritizing in order to expedite the processing stages of the initial lawsuit while continuing to work on active cases. I honed my writing skills significantly while drafting litigation documents for local district courts.

Before attending law school, I worked for four years for the insurance broker ABC Company. In that position, I worked closely with national insurance carriers, which gave me additional experience with the insurance industry. Working under tight deadlines and mediating between opposing parties, I developed the ability to work well under pressure. I received the "Peak Performer" award for my performance during the fourth quarter of 2020 and the first quarter of 2021.

I have enclosed my resume and transcript for your consideration. I look forward to discussing my qualifications for the associate position in more detail with you. Thank you in advance for your consideration of my application.

Sincerely,

Your Signature
Mary Smith

Enclosures: Resume
 Transcript



TRANSCRIPTS

OFFICIAL TRANSCRIPTS

Official transcripts should be either a sealed original of your official transcript (for paper applications) or scanned versions of your original transcript. **The College of Law cannot process an official transcript for you. Only the University Student Records Office can process official transcripts.**

HOW TO REQUEST AN OFFICIAL TRANSCRIPT:

<https://academicaffairs.loyno.edu/registrars-office/services/transcripts>

Transcripts are free of charge with standard mailing. NOTE: If you currently have an outstanding balance, default on your student loan, or any transcript hold, your transcript will not be released.



WRITING SAMPLES

Writing samples should highlight your best writing. They may be taken from a document prepared for a research and writing class, or a pleading/memorandum prepared during a summer associate, clerkship, internship, externship, or similar position and should be entirely your own work.

The length of the writing sample may vary according to the employer's preferences. Sometimes a writing sample may include the entire writing sample. Other times you may use an excerpt from a longer sample. Excerpts should come from the "analysis" portion of the document, as the reader wants to see how you apply the law, and wants to assess your writing skills. There is no need to include a "facts" or "procedural posture" section in a writing sample unless requested.

Make sure to redact the document as necessary to ensure attorney-client and work product confidentiality if the excerpt is from a document drafted during a summer associate, clerkship, internship, externship, or similar position. Also, make sure that you obtain the permission of your employer before using work product as a writing sample.

Use the same letterhead on the top of the document as you use for your resume and cover letter, and give a sentence or two about the type of document the excerpt was extracted from. This information can also go in a footnote.

Please note that the Career Development Office does not review the content of your writing sample. Be sure to review your sample carefully and make any revisions to your writing sample previously recommended by your professor, teaching assistant, Academic Success advisor, or supervisor. If you have questions regarding whether the sample you wish to use is appropriate, please contact your Career Advisor.

SAMPLE WRITING SAMPLE COVER PAGE

JOHN J. DOE

(504) 861-5562

jdoe@my.loyno.edu

Permanent Address:

111 Appleville Place
New Iberia, Louisiana 70560

Temporary Address:

23 Dominican Street
New Orleans, Louisiana 70118

Writing Sample

The attached memorandum was the result of an assignment I received as a summer law clerk working in the Low-Income Taxpayer Clinic for Southeast Louisiana Legal Services. In it, I examined whether the fees charged by commercial taxpayer services for "instant refund loans" violate Louisiana's usury laws.

To preserve client confidentiality, I changed the names of all individuals and locations and redacted some information, as indicated in the brackets in the text. Additionally, my summer employer granted me permission to use this memorandum as a writing sample.

TIPS FOR SUCCEEDING IN THE WORKPLACE

1. MAINTAIN PROFESSIONALISM

It is important to maintain professionalism and remember that you are working for an organization. Do not be overly casual in your emails or during conference calls. Dress professionally for video conferences and be mindful of your backdrop. If you are observing an official proceeding you should wear a suit.

2. PROOFREAD, PROOFREAD, PROOFREAD

You may find it best to proofread your work product in hardcopy. It may be easier to spot mistakes on the page rather than rereading the same text on your screen. However, before you print anything, ask your supervisor about the firm's policy for printing and disposing of documents. If you are not allowed to print, cannot properly dispose of documents, or do not have a printer at home, try to take a break from your assignment and proofread it with fresh eyes later that day or the next day. If it is an urgent assignment and you cannot read it later, consider changing the font size and color. Changing the text will give your eyes a different perspective and help you spot typos or mistakes.

3. BE A RESOURCE

Attorneys and clients are counting on you for excellent work product. Be helpful. Be thorough. Ask questions when an assignment is given to you if you don't understand. Find out upfront when something is due, and do not miss deadlines. Ask what format the attorney would like to receive the final product and follow directions. Cite check and spell check your final product. Do not cite a case that you didn't read. Attach highlighted copies of the authority that you cite. Check-in with your supervising attorney if questions arise during your research. As you read the caselaw, flag any issues you encounter that the assigning attorney may not have considered. If you are drafting a pleading, read the local rules, the judge's standing order, and applicable emergency orders to ensure you are complying with any unique requirements.

4. BE FLEXIBLE AND RESPONSIVE

Most attorneys may have to juggle various responsibilities and the fluctuating needs of clients. Be flexible, and understand that an attorney may need to reschedule a conference call with you or may not be able to chat as long as you may want to. It is also important to be responsive. The last thing any attorney needs is to chase down a law clerk in search of a late assignment or wonder whether you will ever return his/her/their call or email.

5. MENTORS

Many employers assign a mentor to their law clerks. Take advantage of the opportunity to ask your mentor questions about the law firm, his/her/their practice area, and about career development opportunities. Your mentor may also provide advice on how to work with a particular partner more effectively or offer feedback on your work product. In addition to your assigned mentor, you should seek out additional mentors. For example, one mentor may help make introductions to other partners you want to work with or offer insight regarding what law school classes to take. If you are a member of a particular affinity group and there are no other attorneys in your office that belong to that group, log on to the firm's internal directory and reach out to members of that group even if they are located in other offices.

6. WATCH AND LEARN

Ask your mentor, the attorneys you work with, and the work coordinators if there are any opportunities for you to observe upcoming trials, court hearings, mediations, arbitrations, depositions, or strategy meetings. Ask whether you can listen in on conference calls with a client or opposing counsel. Find out whether there are any presentations or panel discussions you can attend. Whether in-person or remote, these are invaluable learning experiences.

7. DON'T TAKE IT PERSONALLY

Ask for feedback. Accept constructive criticism and incorporate it into your next assignment.

8. TIME ENTRIES

If you are asked to keep track of your time make sure the time entries are timely and accurate. It is important because that is how your employer is getting paid and ultimately you. Get into the habit of keeping track of your hours, being as accurate as possible, and submitting your time as required. Ask the assigning attorney if the particular client you are working for has any specific requirements such as no block-billing.

9. USE YOUR TIME WISELY

Explore various practice areas. Work with as many different attorneys as you can. Express an interest in a particular practice area if you have one.

10. SOCIAL MEDIA

Be mindful about what you post on social media. Do not post to social media during work hours. If you post pictures that were taken in the workplace, you must get permission from your supervising attorney to post the picture(s), and make sure the selfie doesn't accidentally capture any confidential client information on your laptop screen or in a brief on your desk. Even if your profile is private, do not post anything you would not want your employer or colleagues to see.

11. BE SOCIAL

An important aspect of a summer program is building meaningful connections with attorneys to find out if you are a good fit. Get creative! For example, ask an attorney to join you for lunch or coffee. Also, connect with the other summer associates in your class. Bounce ideas off each other, and ask each other questions (remembering to keep client information confidential). Don't forget to reach out to your friends from law school who are at other organizations, because your shared experiences and relationships can be valuable.

12. SELF-CARE

Self-care is more important now than ever. Whether you recharge by meditating or watching reality TV, make sure you carve out time for yourself every single day. Eating healthy meals, staying active, and getting enough sleep cannot be overstated. It is normal to sometimes feel anxious or overwhelmed. Please note there are resources available to you 24/7/365 in Loyola's University Counseling Center.

13. SETTING UP AN EFFECTIVE REMOTE WORKSPACE

Working remotely has never been easier. Almost all you need is a laptop and cell phone; however, setting up a designated work space at home may allow you to be more productive. In a perfect world, you would have a home office with an electric standing

desk, noise canceling headphones, printer, scanner, landline, and a desktop computer with dual monitors. In reality, many law students live in smaller spaces, have roommates, or are currently living with family. Try to find a quiet, well-lit location where you have a strong Wi-Fi signal, multiple outlets, and privacy. If you don't have a desktop computer, consider requesting or buying an external mouse and/or ergonomic keyboard for your laptop. You can invest in noise canceling headphones or simply use earplugs. Natural light and a plant can spruce up even the most modest workspace.

MAKING THE MOST OF YOUR FIRST JOB*

The First Day and First Month

Generally, your first week will consist of meeting members of the firm**, training and understanding your day-to-day responsibilities. Initial impressions are important in the legal world, especially on your first day. So, ensure that before walking through the front doors on day one, you have a thorough understanding of the firm's dress code. Let's face it: As a new lawyer you don't have any practical experience, so make up for it by looking like you do.

Similarly, when meeting the firm, introduce yourself with a professional yet approachable demeanor. Unfortunately, many people tend to judge a book by its cover. On the first day of work, you do not want to portray yourself as a goofball who does not take the job seriously. Displaying a more appropriate attitude signifies to your peers, superiors and staff that you are serious, you are respectful of others, and you deserve the same respect in return.

Training during your first few weeks is also critical. Training will provide the building blocks you will need for a successful practice. It will offer guidance on a range of matters, including using the firm's legal database; researching legal issues; writing in the firm's format; knowing how and where to find assignments; and understanding who and who not to speak with when you need to discuss something. Take notes and ask as many questions as you need to during your training period. The last thing you want to do is waste a partner's time with a question you should have learned your first day on the job.

A successful first month will be one during which you portray yourself as a professional, make strong first impressions, learn the basic workings of the firm, and understand your day-to-day responsibilities.

The First Year

Your first year may be one of the most important of your career. There are three major challenges that most first-year associates will face: developing legal knowledge, building and fostering relationships, and meeting or exceeding the firm's goals.

- Legal knowledge.

As an attorney, it is always important to continue to build upon your legal knowledge. However, as a first-year lawyer, you need to make a major leap from student to practicing attorney. If law school taught us one thing, it's that we need to be as efficient as possible. This is especially true during the first year at your legal job. At this stage, your superiors understand that you do not have any practical experience. Your first year, therefore, should be spent learning, albeit efficiently, the practice of law and how it relates to your specific job, firm and clients. Ideally, you want a small learning curve so you can churn out exemplary legal work at a pace expected of a more experienced attorney.

- Understanding your role within the firm and what is expected of you is crucial.

Generally, at this stage of your career, you are referred to as a “grinder.” Grinders are generally younger, less-experienced attorneys whose primary role is to continue developing legal skills and bill as many hours as possible. Law firms haven’t changed their business structures much in the last hundred years, which means they thrive on doing things a certain way. Therefore, thoroughly understanding your responsibilities within the firm is an essential aspect of having a successful first year.

- Building relationships.

Your first year is a great time to build and foster relationships with your peers, superiors and business acquaintances. Your peers will be familiar with the same struggles you face. It will be helpful to get a fresh perspective on how to tackle particular issues or problems. Plus, your colleagues will be the people you spend the majority of your time with, so building collegial relationships will make your work life that much more enjoyable.

You should also strive to build relationships with your managers and other superiors. Generally, your superiors decide whether you will get to keep your job, and they determine your future success at the firm. Impressing your superiors, or your assigned partner, may be one of the most important things you can do for your career. Furthermore, developing a working relationship with your superior may teach you how to become a better attorney by emulating someone who has already proven himself or herself.

Finally, continuing to build and foster your business network is an important aspect at all times of your career. You can easily do this by getting involved in bar associations, industry events and other networking opportunities. These are great ways to learn more about the industry, meet other leaders in the profession, and establish your name within the firm, practice area and locale. Ideally, some of the contacts you establish early in your career will develop into clients.

- The Firm’s Goals.

Generally, most law firms expect a first-year associate to learn the practice of law and bill a certain number of hours. We’ve already discussed the importance of learning how to practice law your first year; therefore, this section will focus primarily on the billable-hour requirements.

Law firms are generally built around the billable-hour system, which states that you need to bill a certain number of hours to pay for your salary and make the firm a profit. First-year attorneys must understand that not all billable hours are created equal. Some law firms may cut attorneys’ hours if they produce a poor work product or bill too much time to a project. In general, firms expect first-year attorneys to show continual improvement until they are able to produce quality work at an efficient pace. If you reach this point, and manage your time accordingly, you should be able to meet and exceed your firm’s billable-hour requirements.

The first year at a new job can be extremely difficult for most attorneys. However, it will be successful if you are able to concentrate on learning the practice of law, exceeding the billable-hour requirements, networking, and demonstrating competence.

General Advice

- Work/life balance.

Ensure that you manage your time to support your career and your life outside of the office. Neglecting family members, significant others, friends, and other aspects of your personal life can make you burn out at a young age.

- Rough drafts.

Leave your law school and the internship days behind you. Rough drafts no longer exist. Everything you provide to a client, boss or paralegal must be treated as a final draft. If your client asks you to “whip up a quick paragraph to explain the law,” they are asking for your final, revised copy—not bullet points.

- Office gossip.

Every office has it, and everyone knows they should not engage in it. Always try to stay neutral when it comes to office gossip. If you say the wrong thing to the wrong person, it could mean the end of your career at that firm.

- Respect.

Treat everyone in the office with respect, no matter their position or title. The office will become your second home, and the people you work with every day will become a second family. Treating everyone respectfully will help keep morale high and create an enjoyable work atmosphere.

*Excerpted from *How to Start Out Successfully on Your First Day of Work*, Justin J. Koterba, *The Legal Intelligencer* (July 2015).

**Although the article references a “firm,” the message in this article is relevant to all first jobs.

GENERATIONAL DIFFERENCES IN THE WORKPLACE

The legal profession is made up of attorneys and professionals who are multi-generational. Accommodating the characteristics of different generations in one office can be a challenge. There are countless debates about the strengths and weaknesses of each generation. Generational differences matter in the workplace, because they may influence attitudes, behaviors, communication, and work styles. This narrative is not meant to debate some of the issues that may divide generations in the workplace, i.e., remote/hybrid work, flexibility, work-life balance, mental health issues, and diversity and inclusion. Rather, we offer below some tips and recommendations to assist you in while working with members of different generations.

1. Be humble and recognize your inexperience
2. Embrace feedback as an opportunity to learn
3. Mirror the communication style of your supervisor
4. Recognize that generational diversity can be an asset for problem-solving
5. Avoid making age-based assumptions and stereotyping
6. Learn how to collaborate and appreciate the preferences of colleagues
7. Be respectful and thoughtful when communicating your preferences



STAY CONNECTED

LOYOLA ALUMNI

Staying connected with alumni is important! This provides a valuable network for career opportunities, mentorship, access to industry insights, and a sense of community. Some key benefits include:

CAREER DEVELOPMENT

Alumni can offer job leads, career advice, mentorship, and opportunities for networking within their individual practice areas, with access to firsthand knowledge about current trends, challenges, and best practices in different fields.

PROFESSIONAL NETWORK EXPANSION

You may build connections with professionals across diverse sectors and companies. Maintaining connections with fellow graduates fosters a sense of community and shared identity.

HOW TO STAY CONNECTED WITH ALUMNI

Join Alumni Associations. Join both your undergraduate Alumni Association and Loyola's Alumni Association. Most institutions have an active alumni association with events, online platforms, and networking opportunities.

Utilize Social Media. Connect with alumni on platforms like LinkedIn to access their professional profiles and updates.

Attend Alumni Events. Participate in networking events, reunions, and practice area-specific gatherings.

Volunteer for Alumni Initiatives. Contribute your time and expertise to support current students or alumni programs.

Reach Out Directly. Don't hesitate to connect with alumni for career advice or mentorship through email or phone.

LAW DEAN'S NEWSLETTER

"Updates from the Dean" is an email sent to Loyola Law Alumni from the Office of Alumni Engagement keeping alumni connected to what's happening on campus.

CONTINUING LEGAL EDUCATION (C.L.E.)

Graduation from law school isn't the end of your education, rather it's just the beginning! Loyola Continuing Legal Education offers a wide range of post-graduate educational opportunities to further your knowledge in a number of subjects including Estate Planning, Family Law, and Maritime Law. Often you will connect with former classmates during C.L.E. events.



**SCAN THE QR CODE
TO ACCESS CDO'S**

- **WEBSITE**
- **SOCIAL MEDIA**
- **SYMPPLICITY**
- **AND MORE**

LWCAREER@LOYNO.EDU

(504) 861-5869

LS ROOM 101
