

Helpful Tips for Landing a Federal Government Job

1. **Know where to look:** Many job seekers think of the federal government as a single employer, but when it comes to hiring, each agency does its own. Most federal job opportunities are posted on USAJobs—www.usajobs.opm.gov—a Web site run by the Office of Personnel Management. Law students seeking federal internship or clerkship opportunities should visit www.studentjobs.gov. In addition, job seekers can gather information about federal agencies within each branch of government at www.firstgov.gov. Click on “A–Z Agency Index” for links to individual agency Web sites.
2. **Target your search:** Although the legislative and judicial branches offer many career opportunities, the executive branch is by far the largest employer. Within the executive branch, there are more than 70 individual departments and agencies, including numerous independent agencies such as the Securities Exchange Commission (SEC), the Environmental Protection Agency (EPA), and the United States Agency for International Development (USAID). These agencies range in size from fewer than 100 employees to more than 300,000. The U.S. Government Manual can help you narrow your job search. The manual provides a brief description of every agency, its organization, mission, and locations. It is available at no charge at www.gpoaccess.gov.
3. **Be prepared:** Federal employment applications may seem daunting, but the more organized you are in advance, the easier they will be. Update your résumé, locate your transcript, and verify contact information for your references. Incomplete applications may not be considered; therefore, read the application carefully and provide all requested information. Many applications require a statement about knowledge, skills, and abilities (KSAs) relevant to the position. The U.S. Department of Labor provides detailed information about completing this portion of your application at www.doleta.gov/jobs/Federal_Application_Process/Knowledge_Skills_Abilities.
4. **Consider a short-term service opportunity:** Within the federal government, there are a number of ways to take advantage of short-term career opportunities. Consider AmeriCorps (www.americorps.gov) or the Peace Corps (www.peacecorps.gov) for time-limited commitments. AmeriCorps funds a program for lawyers—the Pro Bono Legal Corps—that is administered through Equal Justice Works. Learn more about it at www.equaljusticeworks.org/find/faopblc.php. In addition, some federal legal jobs start on a time-limited basis (typically one or two years) but offer the possibility of transitioning into a career position at the end of that time. Examples of such programs include the Attorney Honors Program and the Federal Career Intern Program (www.opm.gov/careerintern).
5. **Be patient:** Applying for and obtaining a government job can take a long time. The federal hiring process does not move as quickly as hiring in the private sector, so don't be alarmed if you submit an application and don't get an immediate response.
6. **Take advantage of an unprecedented opportunity:** More than half of all federal employees may become eligible to retire in the next five years. That's a significant amount of experience and institutional memory walking out the door, and the government will need good, qualified candidates to replace these retirees.

(Source: 2006–07 NALP Federal Legal Employment Opportunities Guide. Reprinted with permission.)

Helpful Web Sites

Public Service Law Net: www.pslawnet.org

Association for Legal Career Professionals: www.nalp.org

Equal Justice Works: www.equaljusticeworks.org

Student Hurricane Network: www.studenthurricanenetwork.org


American Bar Association/Law Student Division/Public Interest: www.abanet.org/lsd/publicinterest.html

Public Service Law Job Fairs—Winter 2007

January/February

GOVERNMENT & PUBLIC INTEREST RECRUITMENT PROGRAM. Sponsor: Massachusetts Law School Consortium. Open to students of sponsoring law schools. This program will be held January 18–19, 2007, at Suffolk University Law School. For more information, contact Michelle Dobbins at 617/305-1674 or mdobbins@suffolk.edu.

GREATER WASHINGTON, D.C./BALTIMORE PUBLIC SERVICE CAREER FAIR. Sponsors: American University Washington College of Law, The Catholic University of America Columbus School of Law, Federal Bar Association, George Mason University School of Law, Howard University School of Law, University of Baltimore School of Law, University of the District of Columbia David A. Clarke School of Law, and University of Maryland School of Law. This event will be held January 26, 2007, at George Mason University School of Law in Arlington, Virginia. It is limited to current law students from participating schools. Registration forms will be available on the Federal Bar Association Web site. For more information, contact Stephanie Sullivan at American University Washington College of Law at 202/274-4098 or sullivan@wcl.american.edu.



PUBLIC SERVICE CAREER DAY. *Sponsor:* University of Texas School of Law. Scheduled for February 1–2, 2007, the 17th Annual Public Service Career Day (PSCD) is the largest public service legal job fair in Texas. During PSCD, public interest and government employers will conduct interviews for paid and unpaid summer and permanent positions. First-, second-, third-year, and/or LL.M. students and alumni up to one year after graduation from all nine Texas law schools are eligible to participate in this program. Employers and eligible students interested in participating in PSCD can contact Mary Emma Civins at mcivins@law.utexas.edu or Tina Fernandez at tfernandez@law.utexas.edu.

NORTHWEST PUBLIC SERVICE CAREER FAIR. *Sponsor:* Northwest Consortium Law Schools. Open to students and alumni of sponsoring law schools. In 2007, the fair will be held February 2 at Seattle University School of Law and February 3 at Lewis and Clark Law School in Portland. For more information, contact Vicki Nelson, Lewis and Clark Law School, at 503/768-6699 or vnelson@lclark.edu.

PUBLIC INTEREST LEGAL CAREER FAIR. *Sponsor:* The Public Interest Law Center at New York University (NYU). The 30th Annual Public Interest Legal Career Fair will be held February 8–9, 2007, at the NYU School of Law. Information about the fair, including a list of participating law schools, is available at www.law.nyu.edu/depts/publicinterest/pilcfair.

NORTHERN CALIFORNIA PUBLIC INTEREST/PUBLIC SECTOR LEGAL CAREERS DAY. *Sponsors:* Nine Northern California law schools and the Public Interest Clearinghouse. This event will be held February 10, 2007, at the University of San Francisco School of Law. Students of sponsoring schools can participate in formal interviews on the day of the program. Students and alumni from any law school are invited to participate in the table talk portion of the day. For more information, contact Katherine Moser at 415/422-6757 or moserk@usfca.edu.

GOVERNMENT & PUBLIC INTEREST JOB FAIR. *Sponsors:* William & Mary School of Law, Washington and Lee School of Law, and the University of Richmond School of Law. This event will be held February 16, 2007, at the University of Richmond. For more information, contact Christina Lindsey at 757/221-3805.

GOVERNMENT CAREERS INFORMATION DAY. *Sponsors:* Loyola Law School Los Angeles, California Western School of Law, Chapman University School of Law, Pepperdine University School of Law, Southwestern University School of Law, University of California–Los Angeles, University of California–Davis, University of Southern California, Thomas Jefferson School of Law, and Whittier Law School. This event is open to law students and alumni of sponsoring schools and will be held February 24 at Loyola Law School in Los Angeles. For more information, contact Michelle Ellis at 213/736-1150.

MIDWEST PUBLIC INTEREST LAW CAREER CONFERENCE. *Sponsors:* Northwestern University School of Law together with the Chicago Area Law School Consortium. The event is held every February in Chicago at Northwestern School of Law. The 2007 conference will be held February 3. For more information, contact 773/834-0918, or see the conference Web site at www.mpilcc.uchicago.edu/students.html.

GULC/GW PUBLIC INTEREST & GOVERNMENT INTERVIEW PROGRAM. *Sponsors:* George Washington University Law School and Georgetown University Law Center. Held every February in Washington, D.C., the 2007 program will be held February 10, 2007, at the Marvin Center at George Washington University. For more information, contact opics@law.georgetown.edu.

PHILADELPHIA AREA PUBLIC INTEREST/PUBLIC SERVICE CAREER FAIR. *Sponsors:* Seven Philadelphia area law schools. This fair traditionally is held in early February at Temple University Center City in Philadelphia. 2007 date TBD. For more information, contact 215/204-8806.

SOUTHERN CALIFORNIA ANNUAL PUBLIC INTEREST CAREER DAY. *Sponsors:* Eleven California area schools including University of California Los Angeles, University of Southern California, Loyola Law School Los Angeles, Pepperdine University, Southwestern University, University of San Diego, California Western School of Law, Chapman University, Thomas Jefferson School of Law, and Whittier Law School. This event will be held February 3, 2007. For more information, contact Catherine Mayorkas at 310/206-9155 or cmayorkas@law.ucla.edu.

ROCKY MOUNTAIN GOVERNMENT/PUBLIC INTEREST CAREER FAIR. *Sponsors:* Arizona State University, Brigham Young, University of Arizona, University of Colorado at Boulder, University of Denver, University of New Mexico, University of Utah, and University of Wyoming Colleges of Law. February 2007 date TBD. For more information, contact Tim Henderson at 303/871-6124.

(Source: PSLawNet Online Career Fair Calendar, www.pslawnet.org/cms/index.php?pid=54. Reprinted with permission.)