NON-OBVIOUS BUT IMPORTANT JOB SEARCH TIPS FOR LAWYERS

Dan Binstock, Partner, Garrison & Sisson, Washington, DC
Liz Stone, Principal, Stone Legal Search, San Francisco, CA

• Search and apply for more than 1,000 high-quality legal jobs nationwide
• Upload your resume for review by hundreds of potential employers
• Receive email alerts when new jobs are posted that meet your search criteria
• Or post a job if you have an open position to fill.
• Free monthly webinars offering career development and job search tips—also available on-demand:
  • Career Development Series
  • Career Choice Series
• Visit ambar.org/careers today!
WHEN NETWORKING, KEEP IT SHORT

• If you don’t know somebody, don’t ask them to lunch.
• Always start with a very small request. For example, a brief 5-10 minute call. If it goes longer, great.
• Use the phrases “I was wondering if you may be able to provide a brief bit of help and advice.” “Help” and “advice” are magic words.
• “When you ask for a job you get advice; when you ask for advice, you get a job”

RECRUITERS ARE NOT FOR EVERYONE (OR MOST)

• Less than 1-2% of the attorneys in the market should use recruiters.
• Most firms who use recruiters are larger, AmLaw 200 firms or competitive boutiques.
• See: http://thecareerist.typepad.com/thecareerist/2011/02/headhunter.html (“Is Your Recruiter Calling You Back?”)

TAILOR YOUR RESUME FOR EACH JOB

• Create a template resume
• Tailor your resume to each particular job
• Remove irrelevant skills (you don’t have to include everything you’ve ever done)
• Use language from the job posting (if it accurately reflects your experience)
• Double check the title of your document before submitting
  • Ex. Do not label it as “J. Smith – Resume (Corporate)” or “J. Smith – Resume (August 2018)”
  • Just put “J. Smith – Resume”
YOUR RESUME CAN EXCEED ONE PAGE

- Long enough as is required to explain your relevant experience.
- Most important thing: Your resume is easy to read and understand.
- Tips:
  - Minimize block paragraphs - people don’t read them.
  - Use headings and subheadings.
  - Use bullets (but no more than 4 or 5 without another subheading).
  - If you are moving cities and your current firm is not known, but it has a good reputation, you can provide a quick explanation of your firm (e.g., “Smith & Jones is a Seattle-based environmental boutique with 50 attorneys, and the partners are consistently ranked in Chambers & Partners”).

MAKE YOUR COVER EMAIL/LETTER IMPACTFUL

- Ask yourself. “What would an employer want to know based on my resume?”
  - Why is this person looking to leave his/her job?
  - Why is this person relocating to our city?
  - How has this person performed at his/her last position?
  - Why is this person interested in this position?
- Address the questions proactively in your cover letter.
- If you had performance reviews, mention this!
- Do not rehash your resume.

IT’S OK (AND WISER) TO BE HONEST ABOUT POTENTIAL NEGATIVES

- It’s very risky to lie about being laid off.
- If you were laid off for performance, self-reflection and “learning from the experience” is the most mature way to handle it.
- If you were laid off for non-performance reasons, provide evidence that it was unrelated to performance:
  - Were others also laid off?
  - Was work slow in the group?
  - Honesty and trust is a critical commodity.
- “It’s bad to be laid off, but it’s worse to be laid off and a liar.” Employers usually find out the truth.
DON'T HIDE YOUR NON-LEGAL SKILLS

- Present your whole self, not just your legal self.
- Identify a relevant skill that came out of a different job or path.
- Discuss how that background makes you a stronger candidate for the particular job.

DON'T FORGET THE HIDDEN JOB MARKET

- Many jobs are never posted. Do not simply respond to openings.
- Networking is key.
- Don’t let other people’s experiences/opinions affect your impressions of an employer.
- It’s perfectly okay to reapply to a firm or company.

QUESTIONS?
UPCOMING PROGRAM

Career Choice
Series: Energy Law

Nov. 16, 2018 1:00-1:45 PM ET

LET'S CONNECT!

Chair:
Skip Horne,
Santa Clara University
School of Law,
Santa Clara, CA

Chair:
Santa Clara University
School of Law,
Santa Clara, CA

Editors:
Lisa Farnan,
Shea Legal Search,
San Francisco, CA

ABA LCC Staff
Emily Roschek,
Chicago, IL
Lexie Heinemann,
Chicago, IL

ABB LCC Board Members:
• Suzanne Aronowitz, Suzanne Aronowitz LLC, Portland, OR
• Dan Binstock, Garrison & Sisson, Washington, DC
• Amy Cha, Amy Cha Consulting, Philadelphia, PA
• Karen B. Britton, University of North Carolina School of Law, Chapel Hill, NC
• Judith Gordon, LeaderEsQ, Los Angeles, CA
• Cheryl R. Haber, LAVERTENATTY3, Chicago, IL
• Fiona Trevelyan Hornblower, Boston University School of Law, Boston, MA
• Betsy Munnell, EH Munnell, Boston, MA
• Stephen Selim, Samorn Selim Coaching, San Francisco, CA
• Bob Young, English, Lucas Priest and Owsley, LLP, Bowling Green, KY

http://ambar.org/careers
https://www.linkedin.com/in/abacareercenter/
@ABACareerCenter

http://ambar.org/jobs
https://www.youtube.com/channel/UCgleqg8YUPO-F4UwzJeYAA
@ABACareerCenter