



Career Development Office

2022 – 2023

Recruitment Planning Guide

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2022 – 2023
Recruitment Planning Guide

Table of Contents

Hiring Practices Summary	2
Description of Recruitment Programs	7
Southeastern Minority Job Fair (SEMJF).....	7
Southeastern Intellectual Property Job Fair (SIPJF)	8
Loyola Patent Law Interview Program	9
New England Interview Program (NEIP)	10
August/Early Fall Virtual On-Campus Interview Program.....	11
Equal Justice Works Conference and Career Fair.....	13
Spring Recruitment Programs	14
Recruitment Programs Dates and Deadlines.....	15
Frequently Asked Questions	19
On-Campus Interview (OCI) Applications	19
Interviews	20
Offers.....	23
Other Questions.....	24
Sample Documents	25
Guide to Summer Employment Evaluations.....	39
Best Practices for Preparing and Submitting Applications	40
NALP Guidelines.....	42
Richmond Law Interview and Offer Policies	44
Staff and Contact Information	45

Hiring Practices Summary

Introduction

Depending on where you are in the career development process, your first and second summer may have vastly different purposes. The goal of your first summer is to explore your options and further develop your legal knowledge and fundamental skills such as research and writing. It is an opportunity to learn more about your interests and how they relate to various areas of legal practice. Ideally, by your second summer, you can begin to tailor your experiences toward your post-graduate employment goals. Further, during your second summer it is important to increase your substantive knowledge and demonstrate your interest in or commitment to a particular kind of work. For these reasons, you must approach your second summer and post-graduate search thoughtfully.

The summary below provides general information about the summer and post-graduate employment process for a variety of employers. This information is designed to help you over the summer months as you begin to plan your 2L summer employment search. Schedule an appointment to meet with your career advisor to discuss these practices further and develop your search strategy.

Multi-Pronged Approach

As you think about the various Richmond Law-sponsored recruitment opportunities available, it is important to remember that employers hire in a variety of ways. The National Association for Law Placement (NALP) reports that only 25% of law students nationally in the Class of 2020 secured their post-graduate position through an on-campus recruitment program or other job fair. A multi-pronged search incorporating formal recruitment programs such as On-Campus Interviews (OCI) and the Government and Public Interest Interview Program (GPIIP), job postings, unsolicited applications, and networking efforts significantly increases your likelihood for success. This multi-pronged approach worked for Richmond Law 2Ls in securing their 2021 summer employment: 34% obtained jobs through formal recruitment programs, 18% from job postings in Symplicity, 37% through direct applications and networking, and 10% were rehired by previous employers.

Large Law Firms

Large law firms rely almost exclusively on their summer associate programs as the primary method for hiring entry-level attorneys. Typically, these firms interview second-year law students in the summer and early fall for summer associate positions the following summer. Offers of post-graduate employment are made at the conclusion of the 2L summer. In most circumstances, large law firms do not interview third-year students for post-graduate employment. Thus, if you want to work at a large law firm immediately after graduation, it is important to secure such a position during your 2L summer. There may be opportunities to join these firms following a judicial clerkship or later in your career after gaining some practice experience.

Large law firms are among the most grade-conscious of legal employers. Strong academic credentials and participation in co-curricular activities, including law journals and moot court, are highly valued.

Some large law firms, particularly those in Virginia, will participate in Richmond Law's August/Early Fall Virtual On-Campus Interview Program (OCI). However, it is important that you supplement your OCI applications with direct applications to other law firms in which you have an interest, especially firms outside of Richmond. Late June or early July is an appropriate time to apply to firms that are not participating in OCI. The [NALP Directory](#) is a good resource for learning more about and directing applications to large law firms.

In addition to making direct applications, it is important to take advantage of opportunities to participate in any spring and summer programming, including networking receptions and mock interview programs, offered by law firms in which you have an interest.

During summer 2021, 17% of positions secured by Richmond Law 2Ls were at law firms of over 100 attorneys.

From the Richmond Law Class of 2020, 12% went to work after graduation in law firms of over 100 attorneys.

Small and Mid-Size Law Firms

The majority of attorneys in private practice work in small (fewer than 50 attorneys) and mid-size (50-100 attorneys) law firms. In fact, according to the American Bar Association, more than 60% of lawyers work in small firms. With few exceptions, small law firms hire on an as-needed basis in the same manner as most other employers. Few participate in OCI. They often seek summer associates or interns during the spring semester, and entry-level attorneys following the release of bar exam results. Some will post opportunities, while others will rely on unsolicited applications or their referral networks to identify new attorneys.

Though small and mid-size firms cannot always make post-graduate hiring decisions following summer employment, developing a relationship with a small firm of interest and demonstrating related practice area expertise through your summer work, externships, and pro bono work will increase your chances of landing post-graduate employment. Personality fit, practice-area-specific knowledge, and geographic ties (key to successful client development) are among the most important factors to small and mid-size law firms when making hiring decisions.

During the 2021-2022 academic year, 18 small and mid-size law firms interviewed 2Ls via Richmond Law recruitment programs. In addition, Richmond Law co-hosts the Commonwealth Law School Consortium's Spring Interview Program (SIP) every March, in which Richmond Law students participate with students from the law schools of Washington & Lee, William & Mary, and the University of Virginia, exclusively for small and mid-size firms. In 2022, 20 small and mid-size law firms interviewed 2Ls at SIP.

For additional information about applying to small and mid-size law firms, review *Choosing Small, Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market* by Donna Gerson (available in the Career Development Office [CDO] resource library). Also, Martindale-Hubbell is a good, though not comprehensive, resource for identifying law firms in various geographic areas and with certain practices, as well as those firms with Richmond Law alumni.

After graduating from Richmond Law, 22% of the Class of 2020 went to work in law firms of 100 or fewer attorneys.

During summer 2021, 41% of the positions secured by Richmond Law 2Ls were at law firms of 100 or fewer attorneys.

Government and Public Interest Organizations

Many government agencies and public interest organizations offer interesting and meaningful work in a setting where work-life balance is possible. Public sector attorneys work in a variety of practice areas, and report high job satisfaction.

While summer opportunities abound, competition for entry-level attorney positions can be stiff, and most organizations do not hire until after the release of bar exam results. Developing a resume demonstrating your interest is important for securing post-graduate work.

Government agencies and public interest organizations conduct limited hiring through OCI and job fairs, and they rely heavily on job postings. Each October, hundreds of public sector employers from all over the country participate virtually in the Equal Justice Works Conference and Career Fair. During spring semester, Richmond Law co-hosts the Commonwealth Law School Consortium GPIIP, in which Richmond Law students participate with students from the law schools of Washington & Lee and William & Mary. At GPIIP in February 2022, of the 114 employers registered to participate, 107 requested applications from 2Ls.

The [*Government Honors & Internship Handbook*](#) provides information about summer and post-graduate positions, primarily with the federal government. A few large state agencies also are included in the Handbook. Please check with the CDO for current login information. [PSJD](#) provides both job postings and a database in which you can search for public interest organizations by issue, practice, or geographic area. Another source of public interest opportunities is [Idealist.org](#). Post-graduate positions and some summer opportunities in the federal government are posted on the [USAJOBS](#) website. You also should review various state and local government employment websites regularly for post-graduate opportunities.

Summer internships in the public sector often are unpaid. Through the [Summer Public Service Fellowship Program](#), Richmond Law provides financial support to students working in unpaid legal positions in the public sector. While each student is guaranteed to receive one Fellowship for qualifying work during their academic career, those pursuing post-graduate positions in the public sector may apply for a second Fellowship in January. Note that a second Fellowship is not guaranteed.

During summer 2021, 44% of Richmond Law 2Ls worked in the public sector.

From the Class of 2020, 18% of graduates secured employment with a government agency or public sector organization.

Judiciary

State and federal court judges hire students as judicial interns for summer work. They also hire graduates as judicial clerks for a period of one or two years, and as staff attorneys on a more permanent basis. Judicial internships and clerkships provide the opportunity to get an inside view of the litigation process and an enhanced experience in legal research and writing.

Judges typically hire judicial interns based on unsolicited applications. First-year students pursue these opportunities more frequently than second-year students, and some judges only hire first-year students as interns. As the CDO learns of judicial internship openings, those opportunities will be posted in Symplicity.

Post-graduate judicial clerkships are highly selective, though this varies based on the court and geographic location. Some judges may begin accepting applications as early as the summer following your 1L year, while others will hire during the fall semester of your 3L year. Judges post opportunities via the Online System for Clerkship Application and Review (OSCAR) (federal judges only), Symplicity, and state and local government websites. They also accept unsolicited applications. You may call judges' chambers to determine if and when they are accepting applications and what materials are required. However, before doing so, contact the CDO judicial clerkship advisor, [Aaron Campbell](#), for more

information. The CDO maintains and publishes [lists](#) of federal and state court judges and their hiring timelines.

Resources, including the CDO's Judicial Clerkship [website](#), the [Guide to State Judicial Clerkships](#) (request log-in credentials from the CDO), the faculty judicial clerkship committee, and the CDO judicial clerkship advisor will assist you in navigating the post-graduate judicial clerkship application process.

During the summer of 2021, 4% of 2Ls served as judicial interns.

Richmond Law graduates have a solid track record of being selected for post-graduate judicial clerkships. 26% of the members of the Class of 2020 obtained clerkships in federal and state courts.

Academic

Summer positions in academia (primarily research assistant positions) are a very popular option as they can provide an excellent opportunity to hone your research and writing skills. You may have the chance to work on interesting projects, participate in the preparation of research for a book or article, and establish and solidify a close working relationship with a law professor (which is particularly helpful if you are interested in a post-graduate judicial clerkship).

Typically, professors hire full-time and part-time summer research assistants toward the end of spring semester. Some professors solicit research assistants by posting job opportunities on Symplicity; however, the majority of professors use different methods to conduct hiring. Some may make an announcement in class, but many will wait for students to contact them. If you have a particularly strong relationship with one of your professors or a serious interest in a professor's area of expertise, make an appointment to meet with them during office hours, and bring your resume to express interest in a research assistant position.

During summer 2021, 12% of 2Ls worked as research assistants for law professors, primarily part time in conjunction with another internship.

In-House Counsel Opportunities

Corporations generally hire their attorneys laterally from law firms (in many cases from the firms that work on their matters). These employers generally do not hire summer clerks as an organic part of their recruiting activity; however, this may be changing. As the CDO learns of corporate summer internships around the country, those internships will be posted in Symplicity. In addition to reviewing job postings, you may be able to obtain this kind of job through your own outreach efforts. Generally, employers hire for these positions during spring semester. Prior work experience can be a key to landing an in-house internship.

The Directory of Corporate Counsel, available in the Law Library, provides information about in-house legal departments at U.S. corporations. Also, some corporations post summer internships on their websites. Through its Corporate Scholars Program, the Association of Corporate Counsel National Capital Region hires diverse (defined broadly) first and second-year students for summer positions in companies throughout the region. The Association of Corporate Counsel and the Minority Corporate Counsel Association both provide searchable job banks on their websites.

During summer 2021, 8% of 2Ls accepted positions within a business, primarily with an in-house legal department.

Emerging and JD Advantage Employers for Law Students and Graduates

JD Advantage career pathways involve using the skills acquired from your legal education but not practicing law. Most JD Advantage jobs do not require a license to practice. Emerging career pathways can have some overlap with JD Advantage ones, but many emerging positions do involve practicing law. Emerging career pathways are often in young, dynamic or already-established fields in which demand increases for specialized legal skills.

[Emerging and JD Advantage careers](#) are an increasingly popular option. Given the wide variety of possibilities, you should meet with career advisor [Kathy Greenier](#) to discuss your specific interests. Here are a few general areas you may wish to discuss further with Kathy: Compliance/Ethics, Contracts Management, Data Privacy/Security, Government Affairs/Relations, Human Resources, Insurance/Risk Management, Nonprofit Management and Administration, and Legal Operations/Legal Technology. In most cases, these employers make hiring decisions on an as-needed basis.

Description of Recruitment Programs

Southeastern Minority Job Fair (SEMJF)

Virtually July 14 & 15, 2022



At the **Southeastern Minority Job Fair (SEMJF)**, legal employers nationwide interview students from 50+ law schools. A majority of the employers who participate in the program are interested in interviewing rising second-year students, although several employers interview third-year students and recent graduates for post-graduate opportunities.

In 2021, 125 employers representing jobs in 22 states and Washington DC participated. Employers specifically attend to diversify their candidate pool. Interviews are held over two days, all virtually, before most schools' early fall recruitment programs.

Applying to SEMJF is a two-step process:

Pre-Registration – Students interested in submitting applications to SEMJF must first pre-register through the **UR Symplicity website**. Pre-registration opens on Wednesday, March 23. The deadline to pre-register is Wednesday, May 11, at 5:00 pm.

To pre-register, login to the Richmond Law Symplicity website, select the OCI / Scheduling tab, Session '2022 Southeastern Minority Job Fair Pre-Registration', and select REVIEW and APPLY.

Application Submission - Once the pre-registration period ends on May 11, the names of students who pre-registered through the Richmond Law Symplicity website will be uploaded to the SEMJF Symplicity website. Only pre-registered students will receive a login and password from the SEMJF administrator to view employers and submit applications.

The student application period opens on June 13 at 9:00 am EDT and will close at 11:58 p.m. EDT on June 20. You must have your materials uploaded by that time. *There can be no exceptions.*

IMPORTANT: Pre-registration does not require that you submit applications once the actual student registration period opens on Monday, June 13.

Students who interviewed at the SEMJF interview program in 2021 are listed below. They are available to answer questions from students regarding the application and interview process.

Camera Elliott - camera.elliott@richmond.edu
Syed Fawad - syed.fawad@richmond.edu
Samantha Hunt - samantha.hunt1@richmond.edu
Claudia Leonor - claudia.leonor@richmond.edu
Bridget Maas - bridget.maas@richmond.edu
Charlie McCarthy - charlie.mccarthy@richmond.edu

Zie Medrano - zie.medrano@richmond.edu
Tiffany Ngo - tiffany.ngo@richmond.edu
Kelly O'Brien - kelly.obrien@richmond.edu
Nikkita Rivera - nikkita.rivera@richmond.edu
Lily Smith - lily.smith@richmond.edu
Amari Wright - amari.wright@richmond.edu

Click [here](#) to view the employers who interviewed students in 2021.

Southeastern Intellectual Property Job Fair (SIPJF)

Virtually July 26, 2022

The [Southeastern Intellectual Property Job Fair](#) (SIPJF) is the largest intellectual property job fair in the southeast region. The job fair encompasses all areas of intellectual property, including litigation, transactional work and prosecution.

Students who interviewed at the SIPJF in 2021:

Mason Storm - mason.storm@richmond.edu

Zie Medrano - zie.medrano@richmond.edu

They are available to answer questions from students regarding the application and interview process.

The following is a list of participating employers from past years:

Alston & Bird
AT&T
BakerHostetler
Ballard Spahr
Banner Witcoff
Dority & Manning
Eversheds Sutherland
Finnegan
Fish & Richardson
Flaster Greenberg
Jones Day
K&L Gates
Kilpatrick Townsend
Kramer Levin (New York Office)
McDonnell Boehnen Hulbert & Berghoff
Merchant & Gould
Meunier Carlin & Curfman LLC
Myers Bigel
Thomas Horstemeyer
Troutman Pepper
Womble Bond Dickinson

Loyola Patent Law Interview Program

In-Person July 21 & 22, 2022

Hybrid: July 25, 2022

The [Loyola Patent Law Interview Program](#) is a two-day interview program for students with undergraduate or graduate degrees in engineering or a technical science. You do not need to be patent bar eligible to register, although a vast majority of employers participating in the program are seeking patent bar eligible students.

THE 2022 PATENT LAW INTERVIEW PROGRAM WILL BE HELD AS A HYBRID PROGRAM. IN-PERSON INTERVIEWS WILL TAKE PLACE ON THURSDAY & FRIDAY, JULY 21-22 AT THE EMBASSY SUITES CHICAGO - DOWNTOWN/LAKEFRONT.

VIRTUAL INTERVIEWS WILL TAKE PLACE ON MONDAY, JULY 25, VIA THE VIDEO PLATFORM FLO RECRUIT.

Each year approximately 1,500 law students apply to interview with employers throughout the nation. Interviews are 100% pre-screened by the employer. Roughly half of the students registered for the program are selected for interviews each year.

To learn more about the interview program, contact Laura Brashear (2L) laura.brashear@richmond.edu who interviewed at the virtual 2021 Patent Law Interview Program.

Click [here](#) to view the employers who participated in the July 2021 Loyola Patent Law Interview Program.

New England Interview Program (NEIP)

Virtually August 5, 2022

The [New England Interview Program](#) (NEIP), co-sponsored by the University of Richmond School of Law and eight other law schools across the country, will be held virtually on **Friday, August 5, 2022**. The program is an opportunity to interview with employers for 2023 summer job opportunities primarily in the New England region (although some employers will recruit students for locations outside of the New England area).

Applying to NEIP is a two-step process:

Pre-Registration – Students interested in submitting applications to NEIP must first pre-register through the **Richmond Symplicity website**. Pre-registration opens on Friday, May 5. The deadline to pre-register is Friday, May 27, at 11:45 p.m.

To pre-register, login to the Richmond Law Symplicity website, select the OCI / Scheduling tab, Session ‘2022 New England Interview Program Pre-Registration’, and select REVIEW and APPLY.

Application Submission - Once the pre-registration period ends on May 27, the names of students who pre-registered through the Richmond Law Symplicity website will be uploaded to the NEIP Symplicity website. Only pre-registered students will receive a login and password from the NEIP administrator to view employers and submit applications.

The application period opens on June 6 at 9:00 a.m. and will close on July 5 at 11:58 p.m. You must have your materials uploaded by that time. *There can be no exceptions.*

IMPORTANT: *Pre-registration does not require that you submit applications once the actual student application period opens on June 6.*

Current students available to answer questions regarding their interview program experience:

Camera Elliott (2L) camera.elliott@richmond.edu

Tiffany Ngo (2L) tiffany.ngo@richmond.edu

In August 2021, the following employers participated in NEIP:

Carlton Fields
Carmody Torrance Sandak & Hennessey LLP
Choate Hall
Devine Millimet & Branch, P.A.
Mintz
National Consumer Law Center
New Hampshire Legal Assistance
Robinson+Cole
Saxe Doernberger & Vita PC
Shaheen & Gordon, PA
Shipman & Goodwin, LLP
Social Security Administration, OGC, Region 1
Withers Bergman LLP
Wolf, Greenfield & Sacks, P.C.

August/Early Fall Virtual On-Campus Interview Program

Virtually Begins August 1

The CDO hosts an **August/Early Fall Virtual On-Campus Interview Program** for rising second and third-year students. A majority of the employers who participate in the program are interested in interviewing second-year students for summer associate positions and third-year students interview for part-time school-year and post-graduate positions.

The interview program is run entirely through the Richmond Law Symplicity system. The interview weeks are divided into “Sessions” with separate application deadlines:

Week One: August 1 - August 4.

Application Deadline: July 13 at 11:45 pm.

Week Two: August 8 - August 12.

Application Deadline: July 24 at 11:45 pm.

Week Three: August 15 - August 19.

Application Deadline: July 31 at 11:45 pm.

Week Four: September 6 - September 9.

Application Deadline: August 21 at 11:45 pm.

Week Five: September 12 – September 16.

Application Deadline: August 28 at 11:45 pm.

You must have a resume uploaded in the Richmond Law Symplicity system to apply to employers participating in the interview program. Any additional documents required (cover letter, transcript, writing sample) must be prepared and uploaded as well. You strongly are encouraged to upload application materials reviewed by your Career Advisor before applying to employers.

Once the application deadline has passed, a resume booklet comprised of all student applications is emailed to the employer. Students who submitted applications will be notified by email when the employer selections are received.

Students will be instructed to check under the OCI tab in Symplicity to view their interview status (invited, not invited, or alternate).

Students selected for interviews will be assigned an interview time. Most interviews are 20 minutes in length, although some employers request a 30-minute interview schedule.

In past years, the following employers interviewed or requested resume booklets from students for the August/Early Fall Interview Program:

Allen, Allen, Allen & Allen - 2L;
APEX Systems, LLC - 2L/3L;
Baker Donelson – 2L;
Bland & Sorkin, PC - 2L;
Byrne Legal Group - 3L;
CarMax, Inc. - 1L/2L;
Christian & Barton L.L.P. – 2L;
Circuit Court of Chesterfield County - 3L;

City Attorney's Office for the City of Richmond - 2L;
Cole Schotz PC - 2L/3L;
Cooley LLP - 2L;
Devine Millimet & Branch – 2L;
Eldridge Industries - 2L;
Fairfax County Circuit Court – 3L
FloranceGordonBrown - 2L;
Gentry Locke Rakes & Moore - 2L;

Hancock Daniel - 2L;
Harter Secrest & Emery - 2L/3L;
Henrico County Attorney's Office - 2L;
Hirschler - 2L;
Hornthal Riley Ellis & Maland LLP - 2L;
Hunton Andrews Kurth LLP - 2L;
Johnson, Ayers & Matthews - 2L/3L;
K&L Gates LLP - 2L;
Kaufman & Canoles - 2L;
Kirkland & Ellis LLP - 2L;
Legal Aid Justice Center - 2L;
McCandlish Holton – 2L;
McGuireWoods - 2L;
Miami-Dade County State Attorney's Office - 3L;
Michie Hamlett - 3L;
Moran Reeves & Conn PC – 2L;
Norfolk Circuit Court - 3L;
Ogletree Deakins – 2L;
Parrish Snead Franklin Simpson, PLC - 2L;
PennStuart - 2L;
Pierce McCoy - 2L;
Portsmouth Circuit Court - 2L;
Potter Anderson & Corroon LLP - 2L;
Reed Smith - 2L;
Richards Layton Finger - 2L;
Sands Anderson PC - 2L;
Social Security Administration - Office of the General Counsel - Region III - 2L;
Southern Environmental Law Center - 2L/3L;
Spilman Thomas and Battle, PLLC - 2L;
Steptoe & Johnson - 2L;
Spotsylvania County Attorney's Office - 2L;
Troutman Sanders LLP - 2L;
U. S. Department of Labor - 3L;
U.S. Army Corps of Engineers - 3L;
US Air Force JAG;
US Army JAG;
US Coast Guard JAG;
US NAVY JAG;
Venable LLP - 2L;
VA Beach Commonwealth's Attorney's Office - 2L;
Virginia Estate & Trust Law PLC – 2L/3L;
Whiteford Taylor & Preston - 2L;
Willcox & Savage, PC - 2L;
Williams Mullen - 2L;
Woods Rogers PLC - 2L.

Equal Justice Works Conference and Career Fair

Virtual Conference: September 21 - 23, 2022

Virtual Career Fair: October 20 - 22, 2022



The [Equal Justice Works Conference and Career Fair](#) is the largest national public interest legal career fair that brings together hundreds of law students, recent graduates, public interest employers, law school faculty and staff, and public interest practitioners from across the United States and its territories for prescheduled interviews, informal "table talk" discussions, networking opportunities, and panel sessions on contemporary public interest topics.

This year, Equal Justice Works (EJW) is introducing a new format for the 2022 Conference and Career Fair that will ensure greater accessibility and inclusivity for attendees. For the first time, EJW will split up the event, with the conference and career fair portions taking place over two separate dates:

Virtual Conference: September 21 - 23, 2022

Virtual Career Fair: October 20 -22, 2022

Both parts of the event will be held virtually and will require a single registration.

Current students available to answer questions regarding their interview program experience:

Zhue Azuaje (2L) zhue.azuaje@richmond.edu

Haley Edmonds (2L) haley.edmonds@richmond.edu

Tesia Kempinski (2L) tesia.kempinski@richmond.edu

Hannah Laub (2L) hannah.laub@richmond.edu

Amanda Short (2L) amanda.short@richmond.edu

Mary Grace Whitten (2L) marygrace.whitten@richmoned.edu

Employers who participated in the 2021 EJW Conference and Career Fair may be found [here](#).

Spring Recruitment Programs

The Spring Virtual On-Campus Interview Program (Spring OCI) is a small program beginning in late January or early February and continuing throughout the spring semester. A majority of the employers who participate in the program are interested in interviewing first-year students for summer positions. A few employers also will interview second and third-year students for a limited number of summer and post-graduate opportunities.

The student application period opens mid-December and the first application deadline is in mid-January. Spring OCI is run entirely through the Richmond Law Symlicity system and the interview weeks are divided into “Sessions” with staggered deadlines.

VACLSC

The Commonwealth Law School Consortium Government and Public Interest Interview Program is a large interview program held in conjunction with William & Mary and Washington & Lee law schools in early February, and the opportunities are primarily for first and second-year law students. 80 – 90 government and public interest employers interview students for summer employment opportunities. The student application period opens in mid-December and the application deadline is in mid-January.

VACLSC

The Commonwealth Law School Consortium Spring Interview Program is a small interview program held in conjunction with the University of Virginia, William & Mary, and Washington & Lee law schools in mid-March for small and mid-size law firms to interview second and third-year students for summer and post-graduate employment opportunities. The application period opens in early February and ends the last week in February.



The Association of Corporate Counsel (ACC) provides first and second-year students summer employment in corporate legal departments throughout the region. Students may begin applying for the National Capital Region Corporate Scholars Program in mid-December. The application deadline is mid-January.

Recruitment Program Dates and Deadlines

To subscribe to the Recruitment Calendar, open [this link](#) in your internet browser. Sign in to your existing Google account if not already logged in, and you then will see a pop-up window titled, “Add calendar.” Click “Add,” and the CDO will receive your subscription request. Once the CDO grants your request you will be able to view the calendar and keep track of important recruitment dates and deadlines. Alternatively, you may request to subscribe to the calendar using [these instructions](#) and the calendar’s email address: urlawcdocalendar@gmail.com.

FEBRUARY 2022

February 22

Loyola Patent Law Interview Program: Student registration begins

MARCH 2022

March 21

Loyola Patent Law Interview Program: Student registration deadline

March 23

SEMJF: The student pre-registration period opens on the RICHMOND Law Symplicity website

APRIL 2022

April 1

Loyola Patent Law Interview Program: Registered students receive access to the PIPER website

April 4

Loyola Patent Law Interview Program: Student application period opens

April 15

SIPJF: Student registration period opens

April 29

Loyola Patent Law Interview Program: Student application deadline

MAY 2022

May 5

NEIP: Student pre-registration period opens on the Richmond Symplicity website

May 11

SEMJF: Richmond student pre-registration deadline

May 17

SIPJF: Student bid application period opens

May 25

SEMJF: Symplicity account credentials emailed to students

May 26

SIPJF: Student bid application period closes

May 27

NEIP: Student pre-registration period deadline on the Richmond Symplicity website

JUNE 2022

June 6

August/Early Fall Virtual On-Campus Interview Program: Student review and application period opens on the Richmond Symplicity website

NEIP: Student application period opens

June 13

SEMJF: Student application period opens on SEMJF Symplicity website

SIPJF: Students accept/decline period

June 15

Loyola Patent Law Interview Program: Employer selections available to students

June 15 – June 21

Loyola Patent Law Interview Program: Student decision (accept/decline) period

June 20

SEMJF: Student Application Deadline

June 21

August/Early Fall Virtual On-Campus Interview Program: Deadline to submit resume and cover letters for review to your career advisor before the first application deadline for a return date of July 6

June 27

Loyola Patent Law Interview Program: Interview schedules available on PIPER website

June 27 – July 17

Loyola Patent Law Interview Program: Student Cancellation Period

June 30

SEMJF: Interview/Alternate selections available to students on SEMJF Symplicity website

JULY 2022

July 5

SEMJF: Mandatory deadline for declines from students with more than 10 selections

NEIP: Student application deadline at 11:58 p.m.

July 7

SEMJF: Interview time schedules available on SEMJF Symplicity website

July 13:

August/Early Fall Virtual On-Campus Interview Program: ‘Week 1’ application deadline at 11:45 p.m.

July 14 – July 15
SEMJF: Virtual Interview Program

July 19
NEIP: Interview/alternate selections available

July 21 - 22
Loyola Patent Law Interview Program – In-Person Program

July 24
August/Early Fall Virtual On-Campus Interview Program: ‘Week 2’ application deadline at 11:45 p.m.

July 25
Loyola Patent Law Interview Program: Virtual Interviews

July 26
Southeastern Intellectual Property Job Fair (Virtual)

July 26
NEIP: Interview schedules available

July 31
August/Early Fall Virtual On-Campus Interview Program: ‘Week 3’ application deadline at 11:45 p.m.

AUGUST 2022

August 1 - 4
August/Early Fall Virtual On-Campus Interview Program: ‘Week 1’ Interviews (Virtual)

August 5
New England Interview Program (Virtual)

August 8 - 12
August/Early Fall Virtual On-Campus Interview Program: ‘Week 2’ Interviews (Virtual)

August 15 - 19
August/Early Fall Virtual On-Campus Interview Program: ‘Week 3’ Interviews (Virtual)

August 21
August/Early Fall Virtual On-Campus Interview Program: ‘Week 4’ application deadline at 11:45 p.m.

August 28
August/Early Fall Virtual On-Campus Interview Program: ‘Week 5’ application deadline at 11:45 p.m.

SEPTEMBER 2022

September 6 – 9
August/Early Fall Virtual On-Campus Interview Program: ‘Week 4’ Interviews (Virtual)

September 12 – 16
August/Early Fall Virtual On-Campus Interview Program: ‘Week 5’ Interviews (Virtual)

September 21 – 23
Equal Justice Works Virtual Conference

OCTOBER 2022

October 20 - 22
Equal Justice Works Virtual Career Fair

Frequently Asked Questions

On-Campus Interview (OCI) Applications

Why don't I see as many job postings or OCI employers as another student when I log into Symplicity?
Symplicity displays to students only those employers who have requested applications from their class. Check your "Year in school" under the "Academic" section of the "My Account" tab to make sure you are registered correctly.

Is there an advantage to applying before the stated OCI deadline?
Employers participating in OCI will receive all submitted applications the day after the posted deadline, so it does not give you an advantage to apply early, except that doing so will decrease the likelihood that you encounter unforeseen obstacles in applying. For other job postings, it is better to apply well before the stated deadline. Employers often review resumes and begin interviewing before the application deadline. A position may be filled before the stated deadline and the job posting may be deactivated.

Do I have to write cover letters when submitting OCI applications?
If an employer requests a cover letter, you must provide one. Cover letters should be employer specific and tailored to the position you are seeking. Make sure each [cover letter](#) is properly addressed to the designated employer contact. Simply changing the employer name in a letter prior to submitting it to a new employer can lead to careless errors that may disqualify your application. Your career advisor can help by reviewing drafts.

Do I have to upload an unofficial transcript, list of references, and a writing sample?
Supplemental documents are required when the employer specifically requests them. Always bring an extra resume, writing sample, transcript, and reference list to each in-person or virtual interview.

How do I obtain a copy of my transcript?
To request a copy of your transcript, go to the [Registrar's Office website](#) and either order online with [Parchment](#) (\$4 fee) or complete the [transcript request form](#) (free option). For either method, request that an official transcript be sent to you in electronic format (unless the employer asked for a sealed official transcript). Once you receive the PDF, upload it to Symplicity or make copies of it to distribute to interviewers. Do not upload a copy of your BannerWeb printout to Symplicity or provide it to employers.

What should I use as my writing sample?
Employers generally want a legal writing sample that is between five and 10 pages in length, double-spaced, and that represents work performed by you during law school. It is important to provide the best sample of your writing. You may select a piece you wrote for Law Skills, a journal article, a paper submitted for a writing competition, or a memorandum you prepared for an employer. If you use a piece that was prepared for an employer, be sure to redact any identifying information and get your employer's permission to use it. Pieces that have been co-drafted or re-written by others are not acceptable. Law Skills papers or other writing samples that were reviewed and critiqued by others are fine, as long as you are the one who did any re-drafting. Remember to include a [cover page](#) with your name and contact information (in the same format as your resume header). The cover page should indicate the purpose for which the piece was originally written, and whether or not it is a complete piece or an excerpt.

My grades do not meet some employers' stated GPA preferences. May I still apply?

While employers' "preferred" credentials are instructive, you may apply to every employer with whom you have a genuine interest in working. The CDO does not screen application materials for compliance with employers' preferred criteria. Under some circumstances, employers may be willing to consider applicants who do not squarely meet their stated credentials. This may happen when you have a connection to the employer or geographic region, related prior work experience, a specialized academic background, or when you would make a significant diversity contribution to the employer. Generally, view GPA preferences as a guideline. If your GPA is close, it may well be considered, especially if your application is strong in other respects. Note that if an employer states they have a "GPA requirement," the CDO will treat it as such.

Is there a maximum or minimum number of employers to which I should apply?

Apply to every employer with whom you have a genuine interest in working.

How are students selected for interviews in each OCI session?

Candidates are selected for interviews via employer pre-screening. The CDO does not screen out any applications submitted on time, unless specifically requested to do so by the employer. This means that materials for each applicant are provided to the respective employer at the close of the application period. The employer then selects the candidates they would like to interview and notifies the CDO.

What is a resume collection?

Employers who are not able to participate in the virtual program may request that materials from interested applicants be provided to them as one resume booklet. These employers will review the materials, decide which students they want to interview, and coordinate the interviews independently. In such cases, the CDO is not involved in the process of scheduling interviews.

I missed the OCI application period. May I contact the employer and submit my materials individually?

No. You should not have direct contact with employers between the opening of the application period and the interview program date. Employers participate in organized recruitment programs for the efficiency of dealing with a single contact and receiving all application materials at the same time. They do not want to receive communications from individual students.

I am transferring from Richmond Law. May I still participate in Richmond Law recruitment programs?

Participation in Richmond Law recruitment programs is open only to students who will be returning to Richmond Law for the fall semester.

I have another commitment on the date of an interview program or on a particular employer's OCI date.

Can my interviews be scheduled around my other commitment?

No. Employers interview on a single day. If you are not available on that date, do not apply for an interview with that employer. Further, it is important that you be available to interview throughout the interview day, as the employer's scheduling preferences determine interview times. Some employers request to interview only in the morning or afternoon, for example.

Interviews

Does applying to an employer obligate me to interview?

Yes, you must participate in interviews to which you are invited unless you have accepted employment prior to the interview date and notified the CDO. The fact that you have received other offers is not a sufficient reason to cancel upcoming interviews if you have not accepted an offer. (See the Interview and Offer Policies section of this Recruitment Guide.)

How should I prepare for an interview?

- Think about why you applied to that particular employer. (Do not apply if you are not interested and would not accept an offer from the employer.)
- Reflect on your strengths and what you want to contribute.
- Be ready with a strong opening statement about who you are and why you are interested in that employer.
- Review the employer's website. Research the firm or organization. Understand their mission, values, clients and practices.
- Review summer evaluations in Symplicity and talk to other students who have worked for that employer.
- Research your interviewers.
- Use Lexis or Westlaw to identify recent news regarding the employer.
- Have insightful questions ready.
- Practice your responses to frequently asked interview questions. Schedule a mock interview with the CDO.
- Express your passion and enthusiasm. Employers want to hire someone who is eager to learn and will be an enjoyable addition to the office.
- Do not bring your laptop, coat or beverage into the interview if the interview is in person. Sit up straight and do not fidget. Do your best to minimize distractions in the place where you are interviewing and check your equipment in advance when interviewing virtually.
- Remember you are being judged on your presentation as well as the content of your answers.

What will the interviewer(s) ask me? What questions should I ask?

For common interview questions and more tips on interviewing, read the CDO's [Interviewing Guide](#). Practice your answers in advance so you can lead with your strengths.

What are employers looking for?

Interviewers are trying to determine whether you will be a good fit for their workplace and whether you have the skills and experience to handle their work. They pay attention not only to the content of your answers, but also to how you present yourself, your communication skills, your ability to get along with others, your passion for the law, your knowledge about the employer, and how well you think on your feet.

How do I project professionalism through my attire?

Suit

Even on a tight student budget, a professional-looking interview suit is important. Your clothes should be clean, ironed, and well-fitting; however, they do not need to be expensive. Tailored pantsuits are appropriate for anyone who chooses to wear them instead of skirt suits. The goal in selecting your interview attire is to find an outfit that inspires confidence and does not distract from your qualifications.

Facial Hair

Many legal employers still expect a clean-shaven face. If you opt to keep facial hair, it should be trimmed and well maintained.

See your career advisor for more specific guidance related to the employer type and geographic area in which you are interviewing.

Footwear

All footwear should be clean, polished, and well maintained. Modest heels are appropriate, as are professional flats. Stilettos, open-toe or sling back shoes, and boots are not.

Should I bring additional copies of my application materials to an in-person interview?

Yes, you should bring copies of your updated resume, transcript, reference list, and writing sample to each interview in which you participate. Be prepared to talk about everything in your materials.

When an employer requests a transcript, should it be an “official” transcript?

No, you may request a transcript from the Registrar’s Office and then make copies of it for the majority of employers. Do not distribute the BannerWeb version of your transcript. Should an employer require an official transcript, they will let you know. Employers often require official transcripts at the offer stage.

Any tips on interviewing successfully virtually?

As with an in-person interview, dress appropriately, monitor your body language, and remember to smile. You also should plan your background shot and test the equipment in advance. You may be able to schedule an appointment to use the equipment in the CDO conference room for your virtual interview.

I accepted an offer for the summer, but I have another interview scheduled tomorrow. I don't want to be rude and cancel at the last minute. Should I go on the interview to practice my interviewing skills?

If you cannot or do not intend to accept an offer of employment, do not accept the interview. If you agree to an interview and later accept an offer of employment elsewhere, you should call to cancel all other interviews. If you have an interview scheduled through a Richmond Law interview program, contact the CDO immediately upon acceptance of a job offer. The CDO will serve as the liaison between you and the employer. Interviewing when you cannot, or do not wish to accept employment wastes the employer’s time, and decreases other students’ interview opportunities.

Should I send a handwritten or email thank you note after an interview?

A well-written, sincere thank you note makes a good impression immediately after an interview. Send a separate note to each interviewer after a screening interview and personalize the message based on your conversation. As decisions often are made relatively quickly, an email is appropriate. You may wish to follow up with a handwritten (legible) note. Talk with your career advisor about your particular circumstances.

What should I say in my thank you note after the interview?

The perfect thank you note requires three sentences and describes something about the interview that made it memorable to you. Here’s an example:

Dear Mr. or Ms. ____,

Thank you for taking time to interview me during my recent visit at Smythe & Smythe LLC. I enjoyed hearing your description of the environmental practice group’s needs, and I believe I would be a natural fit. I appreciate your consideration and look forward to connecting with you again soon.

Regards,
Susan Student

I interviewed with multiple people from the same employer, must I send a thank you note to each one?

If you interviewed with two or three attorneys, you should personalize a thank you note to each one. If your interview involves four or more attorneys, you may send a thank you note to the main recruiting contact and ask that your appreciation be extended to the other interviewers.

I was invited to a callback interview. How will this be different than the screening interview?

Screening interviews are generally conducted by one or two attorneys for 20-30 minutes. Callback interviews often involve a panel interview or a series of interviews with multiple attorneys, preceded or

followed by a meal. Remember that the interview starts when you initially make contact with the employer and/or arrive at the employer's building for an in-person interview. Make sure you treat the parking attendant, receptionist, and administrative assistant with respect.

How should I continue my job search while I am waiting for offers on applications already submitted?

If you have not received an offer of summer or post-graduate employment, it is important to continue networking, researching target employers, and applying for new jobs. Please meet with your career advisor if you need help determining the next steps in your employment search.

Offers

How long after an interview should I follow up with a potential employer?

At the end of an interview, it is appropriate to ask about the employer's time frame for making a decision. That should give you a sense of whether they will continue to interview and deliberate for days, weeks, or months. A follow-up email or phone call one week after their anticipated decision date is appropriate to reiterate your interest and inquire about the status of the decision. If you do not know when they intend to make a decision, a follow-up email or phone call one week after the interview, and then in regular intervals, is appropriate.

I received a voicemail or email offering me a summer internship. How should I respond?

First, respond to the employer quickly via the same communication method they used. Convey your enthusiasm and continued interest in the position, and thank them for the opportunity.

- If you are comfortable accepting the offer, do so, and ask what next steps you must complete (there is always paperwork) and when you should start.
- If you are not comfortable accepting on the spot (especially if this position is not your first choice and you are waiting to hear back from other employers), then you may say that you appreciate the offer and you are interested, but will need some time to consider it. If they do not suggest a time frame for your decision, you may ask when they expect your response.

How much time generally is provided to consider an offer?

The allowable time varies considerably by employer. When extending an offer, the amount of time an employer may give you to consider whether to accept the offer may vary widely from one employer to the next. If you are waiting to hear from another employer, you may want to request additional time to consider your options. The employer may or may not grant such a request, so you should be prepared to move forward if your request is not granted.

What should I do if I receive a job offer but am waiting on the results of another interview? In deciding whether to accept an offer, how can I find out whether I am under serious consideration by another employer?

First, acknowledge the offer immediately and express appreciation for the opportunity. Ask when the employer needs an answer from you. Please consult with your career advisor at this point. Before making a final decision, students often want to weigh all of their viable options. If you already interviewed or have an interview scheduled with your preferred employer, you may wish to contact that employer to inquire about your status in the consideration process. You should explain that you have received an offer from another employer, and let your preferred employer know that they would be your first choice, but you must respond to the offer in hand by a certain date. This conversation may spur your preferred employer into action, or you may learn that you have to make a decision on the offer you have received without additional information from your preferred employer.

What if the employer wants an answer before I will hear back from my preferred employer?

You will have to decide whether to take a risk and decline an offer prior to receiving one from another employer.

May I continue to apply or interview for jobs after I have accepted an offer?

No. Once you have accepted an offer for a summer or post-graduate position, you should not continue to apply or interview for employment that conflicts with your commitment. If you are committed for only half of the summer, be transparent about your availability with potential employers in your applications and interviews so as not to create a conflict.

Once I accept an offer, how should I handle other interviews already scheduled?

Once you accept an offer of employment, you should call to cancel all other scheduled interviews for employment that will conflict with your accepted employment. Interviewing when you cannot, or do not wish to accept employment jeopardizes your reputation, wastes the employer's time, and decreases other students' interview opportunities. Once you accept an offer from an employer, even for an unpaid internship, it is inappropriate and against school policy to continue to search for other employment or renege on your acceptance.

What should I say to decline an offer?

You should communicate with the employer in the same mode (phone or email) as the offer was made. Simply state that you appreciate the opportunity but after careful consideration you have decided to accept an offer from another employer. You may want to indicate that you hope to stay in contact with the employer, and even offer to volunteer (in the case of a public sector employer) during the academic year or work over school breaks. Be prepared to tell the employer whose offer you are declining and which other offer you have accepted.

After receiving an offer from a judge for a clerkship or judicial internship, may I ask for an extension of time to consider the offer to continue interviewing with other judges?

No. Federal judges and many state court judges are offended if you do not accept an offer immediately. Unlike other legal employers, judges will not let you hold their offer while you wait for a better one. Some judges make offers at the time of the interview, or within a day or two, so you should be prepared to accept the judge's offer on the spot. If you do not withdraw your application shortly after an interview, the judge will assume your willingness to accept the position if offered. Once you accept the position, contact all the judges with whom you have outstanding applications to withdraw yourself from consideration, and withdraw any pending applications in OSCAR. It is an expected courtesy, and since you may appear in front of that judge one day, you will want to be on good terms.

Other Questions

How can I update my application materials after they are submitted to an employer?

If you apply to a non-OCI employer and then want to add a recent accomplishment to your resume or an updated unofficial transcript, you may email the revised document in PDF to the employer with a simple message referencing your previous application and highlighting what is new and improved. To update an application to an OCI employer, please contact Kym Osterbind.

What day should I start my 1L summer employment?

The start date for your position is up to you and your employer. If the decision is left up to you, plan for time to participate in the Unified Journal Competition, and for post-exam relaxation. If you plan any vacation time, remember that August/Early Fall OCI begins two weeks before classes resume.

EMERY E. BUNTING

5400 Stuart Avenue
Richmond, VA 23226
ebunting@richmond.edu
804.555.2344

EDUCATION

University of Richmond School of Law

Candidate for Juris Doctor

Richmond, VA

May 2022

- GPA: 3.65 (Class Rank: Top 20%)
- Staff Member, *University of Richmond Law Review*
- CALI Award for Excellence in Torts (highest grade in section)
- Finalist, Barnett Moot Court Competition
- Publication: *Co-dependent: The Rise and Fall of Energy Independence*, 56 RICHMOND L. J. (forthcoming Fall 2022)

James Madison University

Bachelor of Arts in Political Science

Harrisonburg, VA

May 2019

- President, American Society of Political Science
- Graduated in three years

EXPERIENCE

Virginia Corporate Law Firm, PC

Summer Associate

Richmond, VA

Summer 2021

- Conducted research and drafted memoranda on legal issues in an employment matter
- Reviewed and drafted responses to discovery requests for a business partnership dispute

Federal Reserve Bank of Richmond

Clinical Placement Extern

Richmond, VA

Fall 2020

- Drafted enforcement actions and agreements regarding corporate governance
- Investigated topics related to banking, economics, and regulatory policy

University of Richmond School of Law

Research Assistant to Professor Chris Cotropia

Richmond, VA

Summer 2020

- Researched and drafted memorandum regarding ethical considerations in biotechnology patents
- Reviewed and edited journal article regarding the constitutionality of geographic limitations on prior art

Legal Aid Society

Legal Intern

Richmond, VA

Summer 2020

- Drafted pleadings, motions, and proposed orders for domestic violence and housing cases
- Conducted client intake interviews

ADDITIONAL INFORMATION

Language Skills: Proficient in written and spoken Spanish

Community Service: Volunteer, Safe Harbor, Richmond, VA (2018 – present)

Interests: Camping, hiking, yoga

Professional Affiliations: Member, Young Lawyers Section, Richmond Bar Association

Sample Documents

Bullet Resume – Two Addresses

EMERY E. BUNTING

ebunting@richmond.edu

804.555.2344

Current Address

5400 Stuart Avenue
Richmond, VA 23226

Permanent Address

87 Todd Road
Katonah, NY 10536

EDUCATION

University of Richmond School of Law

Richmond, VA

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Research Assistant to Professor Chris Cotropia

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Community Service: Volunteer, Safe Harbor, Richmond, VA (2018 – present)

Interests: Camping, hiking, yoga

Professional Affiliations: Member, Young Lawyers Section, Richmond Bar Association

Sample Documents

Paragraph Resume – One Address

JEFFERSON A. LEONARD

1234 Briarcliff Place, Richmond, VA 23226

804-232-8000 / jleonard@richmond.edu

EDUCATION

University of Richmond School of Law, Richmond, VA

Candidate for Juris Doctor, May 2023

GPA: 3.65 (Class Rank: Top 20%)

Honors: *University of Richmond Law Review*; Winner, Carrico Moot Court Competition; CALI Award for Excellence in Torts (highest grade in section)

Activities: Black Law Students Association; Client Counseling & Negotiation Competition

Study Abroad: Richmond Law Summer Abroad at Emmanuel College, Cambridge University, UK, 2021

University of Richmond, Robins School of Business, Richmond, VA

Candidate for Master of Business Administration, May 2023

GPA: 3.58

Washington and Lee University, Lexington, VA

Bachelor of Arts in Politics, May 2020

GPA: 3.32

Honors: Alpha Epsilon Omega National Honor Society

Maintained full or part-time employment throughout undergraduate studies

EXPERIENCE

Jones, Timberlake & Butler, PC, Richmond, VA

Law Clerk, July – August 2021

Reviewed contracts for small business owner clients and researched recent changes in corporate law. Drafted Articles of Incorporation and Articles of Organization.

Himalayan Health Exchange, Ladakh, India

Medical Aid Volunteer, May – July 2020

Collaborated with physicians to deliver healthcare to rural nomads. Taught patients how to prevent disease and maintain good health.

Other experience includes work as a waitress at Joe's Inn, Lexington, VA, June – November 2018.

COMMUNITY SERVICE

Habitat for Humanity, Work with other volunteers to build houses for low-income families in Hanover County, VA, June 2018 – present.

Jerusalem House, Tutored and mentored children of HIV positive mothers, Richmond, VA, July 2016 – May 2017.

ADDITIONAL INFORMATION

Fluent in Spanish and Italian. Enjoy reading post-colonial British literature. Ran 2019 Boston Marathon.

Sample Documents

Paragraph Resume – Two Addresses

JEFFERSON A. LEONARD

804-232-8000 / jleonard@richmond.edu

Current Address: 1234 Briarcliff Place, Richmond, VA 23226

Permanent Address: 4321 Park Lane, Pittsburgh, PA 17777

EDUCATION

University of Richmond School of Law, Richmond, VA

Candidate for Juris Doctor, May 2023

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Honors: *University of Richmond Law Review*; Winner, Carrico Moot Court Competition; CALI Award for Excellence in Torts (highest grade in section)

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ADDITIONAL INFORMATION

Fluent in Spanish and Italian. Enjoy reading post-colonial British literature. Ran 201 Boston Marathon.

Sample Documents

Cover Letter

Your Address
City, State Zip

Do NOT include your name in the header or use your resume header. There is one space between state and zip code. Be consistent regarding whether to abbreviate state here and in the addressee block.

December 1, 2021

There should be two hard spaces between your address and the date.

The text of the letter should be single-spaced. A double space should separate the paragraphs.

Contact Name
Contact Title
Employer Name
Employer Street Address
City, State Zip

There should be four hard spaces between the date and the employer's name.

Never use "To Whom It May Concern." Be sure to use a COLON, not a comma. Do NOT include first name.

Dear Mr./Ms.(NOT Mrs.)/Judge Last Name:

FIRST PARAGRAPH: State your class year and where you go to law school, and the position for which you are applying. Do not introduce yourself by name. Discuss your interest in or tie to the employer's geographic area and your interest in this particular employer. If applicable, note the person who recommended that you contact the employer.

SECOND PARAGRAPH: Discuss how your qualifications, skills, and experiences fit the needs of the organization. Consider starting the paragraph with a strong topic sentence highlighting two or three main attributes or skill sets, and *in the following sentences, cite examples bolstering these points*. Be specific with your examples – describe what you have done in a previous experience and avoid generalities.

THIRD PARAGRAPH: Mention your desire for an interview and your availability. If you are applying through an on-campus recruitment program, note that you hope to meet them on the date of program. If the employer is not interviewing on campus, note when you will be in the area where the employer is located and that you would appreciate the opportunity to meet with the employer at that time. Even if you have not planned a trip, you can mention your willingness to travel to the city for the interview. Indicate that you look forward to speaking with them soon, and express appreciation for the employer's consideration.

Sincerely,

The closing is positioned two lines below the last line of the body.

Signature

Your Name Typed

Use "Sincerely" or "Very truly yours" followed by a comma, four hard returns and your signature line. Sign your letters by hand or insert a clean cropped electronic version (jpg) of your hand-written signature. Avoid cursive fonts.

Enclosure

Simply state "Enclosure" or "Enclosures" two hard lines below the signature line to signify the inclusion of your resume, transcript, writing sample, and/or reference sheet.

Your cover letter should be one page only and have 1" margins on all sides.

Sample Documents

Transcript

When an employer asks for a grade list or transcript, request a copy of your transcript from the University Registrar. You should plan to submit an electronic version of this transcript, rather than a grade list or an unofficial list from BannerWeb.

You may request a copy of your transcript [online](#). Be sure to allow yourself plenty of time for the Registrar's Office to process your request. You can request to receive your transcript in PDF format. Once received, download the file and add it to your document library in Symplicity.

Note: Because of security features, such as the watermark, you should not print your transcript and then scan it. Doing so may cause the images to be distorted. If an employer requests a paper application, you may print out your transcript and include it with your application materials.

A sample transcript is included on the next three pages. You should include all pages when submitting your transcript with an application.

Official Academic Transcript from University of Richmond

Statement of Authenticity

This official academic transcript has been delivered to you through eSCRIP-SAFE, the Global Electronic Transcript Delivery Network, provided by Credentials eScrip-Safe, 9435 Waterstone Blvd, Suite 260, Cincinnati, OH 45249, 1-847-716-3805. Credentials eScrip-Safe has been appointed and serves as the designated delivery agent for this sending school, and verifies this sender is recognized by the accreditation source identified below

This official academic transcript was requested, created, and released to the recipient following all applicable state and federal laws. It is a violation of federal privacy law to provide a copy of this official academic transcript to anyone other than the named recipient.

This PDF document includes: the cover page, the official academic transcript from the sending school, and the academic transcript legend guide.

The authenticity of the PDF document may be validated. A printed copy cannot be validated.

Questions regarding the content of the official academic transcript should be directed to the sending school.

Sending School Information

University of Richmond
Office of the University Registrar 28 Westhampton Way
Richmond, VA 23173
Telephone: 804-289-8401
School Web Page: <http://www.richmond.edu/>
Registrar Office Web Page: <http://www.registrar.richmond.edu>
Course Catalog Web Page: <http://registrar.richmond.edu/catalogs/index.html>
Accreditation: Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)

Student Information

Student Name:
Numeric Identifier:
Birth Date:
Student Email:

Receiver Information

Document Information

Transmitted On:
Transcript ID:

Save this PDF document immediately.

It will expire from the eSCRIP-SAFE server 24 hours after it is first opened.
Validate authenticity of the saved document at escrip-safe.com.

This document is intended for the above named receiver.
If you are not the identified receiver please notify the sending school immediately.

Transcripts marked 'Issued to Student' are intended for student use only.
Recipients should only accept academic transcripts directly from the sending school.

Sample Documents

Transcript

Student No: UR ID: Date Issued:

Record of: Page: 1

Course Level: Law

Only Admit: Fall 2012

Current Curriculum

Juris Doctor

College : School of Law

Major : Law

SUBJ NO. COURSE TITLE

INSTITUTION CREDIT

Fall 2012

LAWR 123 LAWYERING SKILLS
LAWR 124 CIVIL PROCEDURE
LAWR 125 CONTRACTS
LAWR 126 TORTS
Ehrs: 15.00 GPA-Hrs: 15.00
Qpts:

3.00 B+ 9.90
4.00 A- 14.80
4.00 A- 14.80
4.00 B+ 13.20

TOTAL INSTITUTION
TOTAL TRANSFER

Earned Hrs GPA Hrs PointsGPA
15.00 15.00 52.7
0.00 0.00 0.00 0.00
15.00 15.00 52.7 3.51
***** END OF TRANSCRIPT *****

Spring 2013
IN PROGRESS WORK

LAW 223 CRIMINAL LAW 3.00 IN PROGRESS
LAWR 224 LEGISLATION AND REGULATION 3.00 IN PROGRESS
LAWR 225 LAWYERING SKILLS II 2.00 IN PROGRESS
LAWR 226 CONSTITUTIONAL LAW 4.00 IN PROGRESS
LAWR 227 PROPERTY 4.00 IN PROGRESS

IN PROGRESS CREDITS 16.00

This PDF document may be validated. A printed copy cannot be validated. See attached cover page for additional information.

Susan D. Breeden, University Registrar

OFFICE OF THE UNIVERSITY REGISTRAR UNIVERSITY OF RICHMOND, VIRGINIA 23173
(804) 289-8639

email: registrar@richmond.edu / website: www.registrar.richmond.edu

COURSE CREDIT

As of Fall 2008, the undergraduate divisions of the School of Arts and Sciences, the Robins School of Business and the Jepson School of Leadership Studies converted from semester hours to units. A 1-unit course is equivalent to 3.5 semester hours. For all other schools (and the above schools prior to Fall 2008), course credit is awarded on the semester hour system. Credit is determined by a variety of factors, including contact time with a faculty member in a formal setting and expectations of independent study work through a nominal 15-week semester.

GRADING SYSTEM: since 1966

A+	4.0		
A	4.0	Excellent range A-	3.7
B+	3.3		
B	3.0	Good range B-2.7	
C+	2.3		
C	2.0	Average range C-	1.7
D+	1.3		
D	1.0	Poor range D- 0.7	
F	0.0	Failure	
I	0.0	Punitive Incomplete (make-up grade will appear to right of "I")	
M	0.0	Withdrew Failing	
V	0.0	Failure, excessive absence	
P	—	Pass	
S	—	Satisfactory, non-academic credit	
U	—	Unsatisfactory, non-academic credit	
W	—	Withdrew/Passing	
X	—	Grade unavailable	
Y	—	Non-punitive Incomplete (make-up grade will appear to right of "Y")	
Z	—	Audit TR — Transfer	

- Effective Fall 2008 and between Spring 1989 and Summer 1992, an approved undergraduate course taken for graduate credit is designated by a course number below the 500 level followed by a G.
- Prior to 1966 the 3.0 system was used, A=3 etc.
- Prior to Fall 1986, "0" designated failure for excessive absence, and except for Law, "+/-" did not affect the GPA. Prior to Fall 2002, "+/-" did not affect the GPA of Graduate Business students.
- Effective Summer 1992, graduate courses are transcribed separately from undergraduate courses.
- Prior to Summer 1992, courses numbered above the 400 level are graduate level unless otherwise indicated.
- Prior to Spring 1989, an approved undergraduate course taken for graduate credit is designated by a 400-level course number.

THE T.C. WILLIAMS SCHOOL OF LAW

- Effective Fall 2014, faculty policy provides for assignment of a mean grade of 3.3 in all classes.
- Prior to Fall 2014, faculty policy provides for assignment of median grades of B in all first-year classes.
- Prior to Fall 2001, faculty policy provides for assignment of median grades of B+ in all first-year classes.
- Prior to Spring 1992, faculty policy provides for assignment of median and mode grades of C+ in all required classes.
- The law degree was the Bachelor of Laws (LLB) through 1969, Juris Doctor (JD) thereafter. LLB recipients have been given the option to exchange the LLB designation for the JD.
- Effective 2016: 87 hours required for graduation.
- 1993 – 2015: 86 hours required for graduation.
- 1973 - 1992: 90 hours required for graduation.
- 1942 - 1945: 80 hours required for graduation.
- 1975 - Pres: Grading scale outlined above except A+ and D+ are not awarded.
- 1972 - 1975: D = 55 - 61, F = Below 55.
- 1938 - 1972: A = 80 - 100%, B = 70 - 79, C = 62 - 69, D = 60 - 61, E = 50 - 59, F = Below 50, with 84 hours required for graduation.

Sample Documents

Transcript

COLLEGE/SCHOOL NAMES

Prior to 1992, undergraduate liberal arts students were enrolled in and graduated from Richmond College or Westhampton College. Since Fall 1992, undergraduate students are enrolled in the School of Arts and Sciences, The E. Claiborne Robins School of Business, and the Jepson School of Leadership Studies. Richmond College and Westhampton College now serve as the undergraduate residential colleges.

Effective Fall 1994, the name of the University College changed to the School of Continuing Studies. Effective Fall 2012, the name of the School of Continuing Studies changed to the School of Professional and Continuing Studies.

ACCREDITATION

The University of Richmond is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, and juris doctor degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of the University of Richmond. The University also is approved by the Virginia State Board of Education to offer teacher licensure programs. Various departments and divisions have more specialized accreditation. Included in this category are the chemistry program, accredited by the American Chemical Society; and the undergraduate teacher preparation programs and graduate certificate in teacher licensure program, accredited by the Teacher Education Accreditation Council. In addition, the Robins School of Business is accredited by the Association to Advance Collegiate Schools of Business International (AACSB) at the undergraduate and graduate levels, and the T.C. Williams School of Law is fully accredited by the recognized standardizing agencies in the United States, on the approved lists of the American Bar Association and a member of the Association of American Law Schools.

REPEATED COURSES

Repeated courses are noted to the right of the quality points earned for that course as follows:

I = earned hours included; calculated in GPA A = earned hours excluded; calculated in GPA
E = earned hours excluded; not calculated in GPA

Consult the appropriate catalog for information on course repeat policies.

TRANSCRIPT VALIDATION

An official transcript is printed on secure paper with a blue background. When photocopied, the word COPY will appear. Further authentication may be obtained by calling the Office of the University Registrar.

GRADE POINT AVERAGE CALCULATION

The grade point average is calculated by dividing the total number of grade points earned by the total number of GPA hours. The grade point average is represented to two significant decimal points and truncated, not rounded. Transfer work does not calculate in the grade point average.

CONTINUING EDUCATION UNITS (CEUs)

The continuing education unit is used to recognize participation in non-credit classes, courses, and programs. The University of Richmond assigns CEU credit based on the SACS Commission on Colleges' document *C.E.U.: Guidelines and Criteria*. Such non-credit courses are designated as "CE" level and have an "M" or "N" attached to the course number. They are graded as satisfactory/unsatisfactory and cannot be used to satisfy any requirements in any degree program.

RELEASE OF INFORMATION

This transcript cannot be released to any third party without the written consent of the student in accordance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). The message "Issued to Student" will be noted on the transcript when the transcript is provided directly to the student.

This transcript was delivered through the Credentials eScrip-Safe® Global Transcript Delivery Network. The original transcript is in electronic PDF form. The authenticity of the PDF document may be validated. A printed copy cannot be validated.

This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!

Sample Documents

Sample 1 Reference List (corresponds to bullet resume)

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804.555.2344

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Permanent Address

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Atticus Finch, Esq.
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finch@hlflaw.com
(Former supervisor at Robinson, Radley & Scott, LLP)

Professor Jane Wood
University of Richmond School of Law
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Richmond, VA 23173
804-289-2345
jwood@richmond.edu

Sample Documents

Sample 2 Reference List (corresponds to paragraph resume)

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(Former supervisor at Robinson, Radley & Scout, LLP)

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jwood@richmond.edu

EMERY E. BUNTING

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ebunting@richmond.edu
804.555.2344

WRITING SAMPLE

This writing sample is an excerpt from a 30-page paper for a course in First Amendment Law, submitted to Professor Cardozo in spring 2016. To comply with length requirements, I have omitted a section that compared other countries' speech laws to the First Amendment.

(OR)

This memo was prepared for the second-year required Legal Research and Writing course. For space considerations, I have omitted the statement of facts from this writing sample. [statement of problem]

(OR)

Attached is an excerpt from a brief submitted to the Richmond Circuit Court on behalf of a client I represented through the Children's Defense Clinic in the fall of 2015. Included are the statement of facts and my argument section. As supervising attorney, Professor Cardozo gave me feedback on the brief before submission, and gave me permission to use it as a writing sample. The writing is entirely my own. The client received a deferred disposition.

(OR)

This writing sample was taken from my brief for the spring 2016 Moot Court Competition. This excerpt is the first of two issues for which I was responsible.

(OR)

This writing sample is a memorandum submitted in July 2016 to [attorney name], my supervising attorney at Lawyer and Attorney, P.C., on the issue of [issue].

(OR)

The following is an excerpt from my note published in the Winter 2016 edition of the *Richmond Journal of Law and Technology*.

(OR)

The attached writing sample is a bench brief submitted to Judge Chamberlain Haller during my summer 2016 internship in his chambers. It is submitted with his permission.

Note: Provide your contact information on the cover sheet (in the same format as your resume header). Describe the origin and purpose of the writing sample (e.g., memorandum assigned in Law Skills, brief drafted for an employer), and truthfully state that it is your own work and that you have permission to submit the sample (if drafted for an employer).

Purpose of Your Writing Sample

Employers may request a writing sample to evaluate your research, writing and analytical skills. As prospective employers prefer a “real world” example of your writing, your sample should be legal in nature. You may select a piece you wrote for Law Skills, a journal article, a paper submitted for a writing competition, or a memorandum or brief you prepared for an employer. Whatever you select, ensure that your sample demonstrates the quality, persuasiveness and thoroughness you intend to produce for the employer to which you are submitting it. Choose a writing sample in whose quality you are confident, that contains issues and arguments you can comfortably explain in an interview, and is your recent work (and presumably more practiced in its research and writing). You may submit a writing sample focused on an area of law different from the one to which you are applying, but it should be relevant to your employer.

The writing sample should be your own work product. If your writing sample was submitted for a class or to an employer, be sure to indicate on your cover sheet (see above) the extent to which you incorporated comments and revisions by your professor or others. If you use a piece that was prepared for an employer, be sure to redact any identifying client information and get your employer’s permission to use it. Pieces that have been co-drafted or re-written by others should not be used as samples. Law Skills papers or other writing samples that were reviewed and critiqued by others are fine, as long as you are the one who did any re-drafting.

As with your other application materials, your writing sample must be error-free. Proofread it for typographical and spelling errors, incorrect grammar usage, and improper Bluebook citations. You also may wish to have someone else review it.

When to Submit Your Writing Sample

Many employers request a writing sample with your application materials or later in the selection process. You should not send a writing sample with your initial employment application unless it is requested.

Some employers request a writing sample at the interview stage, so be sure to have a copy with you at any screening or callback interview.

Writing Sample Length

As a general rule, a writing sample of 5-10 pages in length sufficiently demonstrates your writing ability. Judicial clerkship applicants may want to submit a writing sample that is 10-15 pages in length. Some employers, including judges, may specify the length they prefer to receive, so pay attention to application requirements, keeping in mind that employers may receive hundreds of applications and may not read your sample if it is too long.

If your preferred writing sample is longer than the recommended page length, you are encouraged to show your editing skills by removing certain sections (e.g., statement of facts, less persuasive arguments). After making edits, review the excerpted writing sample in its entirety to ensure it is still understandable. You may want to add a brief explanation of the sections on your cover sheet.

Formatting

When submitting a writing sample via hard copy, it may be on plain white photocopy quality paper.

When submitting a writing sample electronically, convert the document into Adobe PDF format and attach it to your application. Submitting a PDF will ensure the recipient is able to view the document exactly as you intended.

Guide to Summer Employment Evaluations

If you want to access the results of other evaluations or need to submit a summer employment evaluation follow [these instructions](#).

Best Practices for Preparing and Submitting Applications

Before final submission of your employment application materials, make sure you have checked the following:

General

- Ask multiple reviewers, including your career advisor, to proofread all of your materials. Applications with grammatical and typographical errors often are rejected without further review.
- Use the CDO's [templates](#) for resumes, cover letters and writing samples.
- Your cover letter and resume should be one page each with few exceptions. Your materials may be longer if you have 10 or more years of post-undergraduate experience, or if you are applying for certain public sector positions.
- Use the same font type throughout your materials. The font type on your resume should be the same as on your cover letter and reference list, although font size may differ.
- List your contact information on your writing sample cover page and reference list in the same way it is listed on your resume.
- Convert your application documents to PDF before emailing them to an employer or uploading them to Symplicity.

Cover Letters

- Check for mail-merge errors. Make sure the salutation matches the addressee of the letter. Make sure the employer's name is referenced correctly throughout the body of the letter.
- Type the date with the month spelled out (e.g., August 1, 2017).
- Address the letter to "Dear Mr. or Ms. or Judge [Last Name]:" with a colon at the end. Do not use the addressee's first name in the salutation. Avoid using "To Whom It May Concern" by researching or calling the employer to determine the appropriate contact person. If you know that your recipient uses gender-neutral pronouns, use "Mx." as an honorific. If in doubt, call the employer to ask.
- Sign the letter if you are sending it in hard copy. If you are sending an electronic version, insert a clean cropped JPG of your handwritten signature after "Sincerely" and before your typed name. Follow [this tutorial](#) on creating cover letter signatures.

Resumes

- Choose a readable font size (e.g., no smaller than Times New Roman 11 point).
- Use consistent margins and line spacing. Recommended margins are 1" all around, but no less than 0.5".
- Use your richmond.edu email address.
- If you need to demonstrate a geographic connection not otherwise evident, use your permanent address and/or your local address.
- You are a Candidate for Juris Doctor (not Juris Doctorate).
- List your activities and honors with the respective educational institution.

Transcript

- If an employer requests an unofficial transcript, request your transcript from the [Registrar's Office](#) to be sent directly to you an electronic version in PDF format that you can upload or email as part of your application materials.

- Do not use a printout from BannerWeb to supply your grades.
- If an employer requests an official transcript (often during the final stages of the interview process), request one from the [Registrar's Office](#)

Submission by Email

- Attach documents, including your cover letter, in PDF format.
- Include a brief message in the body of the email with an appropriate electronic signature (Name, Class of_____, University of Richmond School of Law, Phone, Email Address, LinkedIn URL).
- Include a descriptive subject line (e.g., Summer Clerk Application – Your Name).

Submission by U.S. Mail

- While email applications are fine for most employers (and often requested), when in doubt, the most conservative choice is U.S. mail. Judicial clerkship applications should be submitted via OSCAR or Symplicity or U.S. mail.
- Use white or ivory resume paper (in linen or cotton) with matching business-sized envelopes.
- If you need to submit a writing sample, it may be printed on plain white photocopy quality paper.
- Print the address block and return address directly on the envelope. Do not hand-write your envelopes.

Submission on Symplicity

- Carefully review the “Additional Requests” section, as many employers require additional documents such as cover letters, transcripts, writing samples or reference lists.
- Be sure to select the correct cover letter and resume for each employer before submitting.



NALP Guidelines for Offers and Acceptances

https://www.nalp.org/fair_ethical_recruitment#candidates

PRINCIPLES FOR CANDIDATES

Candidates are encouraged to comply with the policies and procedures of each law school from which they obtain services, as well as those of employers they engage with during the recruitment process.

Students are encouraged to promptly report any misrepresentation, discrimination, harassment, including sexual harassment, or other inappropriate conduct by employers in the recruitment process to their office of career services and/or the appropriate authority.

Candidates are encouraged to prepare thoroughly for the employment search process by:

- Engaging in self-assessment before beginning an employment search and availing themselves of the services and resources provided by their office of career services and all other available resources;
- Learning as much as possible about target employers and the nature of the open positions prior to making employment inquiries; and
- Interviewing only with employers in which they have a genuine interest.

Candidates should represent their qualifications and interests fully and accurately throughout the employment search process by:

- Providing, at the request of an employer, an appropriate resume and accurate copies of all academic transcripts, recognizing that should they fail to do so, or should they falsify documentation, they risk sanction from their law school, prospective employers, and/or bar admission authorities;
- Providing, at the request of an employer, original writing samples that explain the context in which the document was written and identify the extent to which third parties contributed to the document; and
- Masking or redacting writing samples from law-related employment to preserve client confidentiality and using such writings only with the permission of the supervising attorney.

Candidates are encouraged to conduct themselves in a professional manner at all times during the recruitment process by:

- Adhering to all scheduling commitments during the on-campus interview process, canceling only for good cause and promptly communicating with the office of career services and the employer when cancellation is necessary;
- Responding promptly to all requests or invitations from an employer, and only accepting invitations for in-office interviews when the candidate has a genuine interest in working for the employer;

- Handling in a timely manner any changes or cancellations to an in-office interview, including cancellation of any travel arrangements;
- Reaching an understanding with an employer about its reimbursement policies prior to traveling, including prorating expenses for trips during which interviews with more than one employer occur in accordance with those employers' reimbursement policies; and
- Requesting reimbursement only for reasonable expenses directly related to the interview and incurred in good faith, recognizing that failure to observe this policy or falsification or misrepresentation of travel expenses may result in non-reimbursement, elimination from consideration for employment, and/or the revocation of offers by an employer.

Candidates are encouraged to promptly communicate with employers and their office of career services about their acceptance, rejection, or requests for deferrals of employment offers by:

- Abiding by the standards for candidate responses established by the employer and/or law school and notifying the employer as soon as a decision is made, even if that decision is made in advance of the prevailing response date;
- Acting in good faith to decline promptly offers for interviews and employment which are no longer being seriously considered by the candidate, in fairness to both employers and peers;
- Notifying the office of career services upon acceptance of any employment offer in order for law schools to comply with institutional reporting requirements;
- Withdrawing pending applications or canceling scheduled interviews with other employers after accepting an offer of employment;
- Holding open only a reasonable number of employment offers at any one time, and following policies established by their law school in this regard; and
- Apprising prospective employers of any intentions to seek or accept fellowships, judicial clerkships, or other limited term professional employment in order to obtain a clear understanding of the employer's offer deferral policies.

Candidates should honor their employment commitments by:

- Requesting all offers in writing and confirming offer modifications in writing, in order to avoid undue confusion regarding offer terms; and
- Notifying promptly, in writing, both the employer and office of career services if it becomes necessary for a candidate to modify or be released from their acceptance of an employment offer.

Richmond Law Interview and Offer Policies

CANCELLATION/NO-SHOW POLICY

The Career Development Office requires that all students participating in its recruitment programs attend all scheduled interviews. Failure to attend a scheduled interview prevents an alternate from filling the vacant interview slot, thus depriving another student of an interview opportunity and wasting employer time. Further, these situations reflect poorly on you individually, on your student colleagues, on the CDO, and may impact Richmond Law's relationship with employers. Because employers and students are so adversely affected, the CDO maintains a strictly enforced policy on late cancellations and no-shows.

If you (1) fail to attend an interview, or (2) cancel a scheduled interview (unless you have *accepted* an offer of employment, in which case you must notify the CDO immediately), you will be required to schedule immediately a telephone or in-person appointment with the Associate Dean for Career Development (or her designee) AND send a letter of apology to the employer and provide a copy of the letter to the Associate Dean. Both processes must be completed within 48 hours of the missed interview; failure to do so within the specified period may result in the revocation of all OCI and job fair privileges.

If you engage in the behaviors described above on more than one occasion, or if the Associate Dean (or her designee) deems that a single instance of either of the behaviors described above is egregious based upon the circumstances, your OCI and job fair interview privileges will be revoked.

This Cancellation/No-Show Policy applies to all OCI and job fair programs. It also applies to your failure to attend or appropriately cancel any callback interviews resulting from your participation in OCI and job fair programs.

If an emergency arises that will impact your ability to attend a scheduled interview, you must call the CDO as soon as possible at 804.289.8638.

If it is determined that missing your interview is unavoidable, the Associate Dean will make the final determination of what appropriate steps and consequences there will be (if any) depending on individual circumstances.

ACCEPTED OFFER POLICY

By accepting an offer of employment, you are committing yourself to that employer for the agreed-upon time period. Reneging on an accepted offer is an ethical violation of that commitment. Reneging on an accepted offer can negatively impact your reputation and that of Richmond Law. In addition, it can skew employers' perceptions of other Richmond Law students and graduates, resulting in decreased recruiting opportunities.

Because of Richmond Law's strong interest in maintaining employer relationships and maximizing opportunities for all students and alumni, reneging on an accepted offer of employment may result in the loss of all OCI and job fair privileges. This policy applies whether or not the accepted offer was secured via a Richmond Law sponsored interview program or job fair.

If you are considering reneging on an accepted offer of employment, speak with your career advisor or the Associate Dean prior to making a final decision.

Career Development Office Staff and Contact Information



Janet D. Hutchinson, Associate Dean
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(804) 287-6427
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