The Guide to Professional Development was compiled initially in 1995 by second- and third-year BYU law students and the Career Services Office (CSO) as a resource for entering law students and has been updated each year since that time. The CSO will supplement the information in this book with training in the Professional Development Lecture Series (Fall-Law 550, Winter-Law 551) and Professional Skills Training course (Fall-Law 552).

This handbook provides in-depth and effective instruction to help you select, identify, and pursue satisfying legal employment. It contains information about different areas of law and types of legal jobs, self-analysis tools to help with career selection, instructions for creating or perfecting your resume and cover letters, lists of potential employers, networking guidance, and more.

Reading the handbook and completing the assignments are optional. However, students who have done both with enthusiasm have had great networking success stories to share. Additionally, they have started law school with a greater sense of direction regarding career options and what the job hunt involves.

If you think you are too busy to familiarize yourself with the handbook and its assignments or that this material is not important, please consider the following statements by second- and third-year students:

“"The assignments were informative and helpful, even though I knew no lawyers at the time. I went from knowing very little about the legal profession to knowing a great deal about different aspects of legal work, and I made contacts as well. Even if I don't get jobs from these leads, I can continue to make contacts that will make a difference. The more networking you do, the better your chances are of getting a good position later on." — Second-year student

“I decided not to do all of the assignments during my first year. I thought that due to time constraints I couldn’t afford to take on optional work. With hindsight, after my summer job search, I realize the importance of actually knowing people. Networking is the key to finding a job.”
— Second-year student
“I thought networking would be difficult at first. But when I talked to members of my family, I found that they knew many lawyers who were happy to talk to me.” —Second-year student

“These assignments are not just busy work. As a third-year student faced with the realities of the legal job market, I now realize how important it is to acquire these skills and make networking contacts. It is unrealistic to expect to find a job merely by applying to posted job openings. You need to develop contacts and interviewing skills early to have an edge in the hidden legal market.” —Third-year student
CAREER SERVICES OFFICE (CSO)

Career Services Office

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Hours: Monday–Friday, 9 a.m. to 5 p.m.
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Fax: (801) 422-0378
Email: career_services@law.byu.edu

Website www.law2.byu.edu/career_services
Blog www.byulawcso.blogspot.com
Facebook www.facebook.com/byulawcso
Twitter www.twitter.com/byulawcso
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BYU Law School Career Services
CSO STAFF

Dean Mary H. Hoagland, JD, PhD

Assistant Dean of Career Services and External Relations

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Dean Hoagland has led the Career Services Office since March of 1994. She is the Executive Director of the J. Reuben Clark Law School Alumni Association and serves on the International Board and Executive Committee of the J. Reuben Clark Law Society. Prior to coming to BYU, she practiced law in Fresno, California, and served as a law clerk to two federal bankruptcy judges. She has a J.D., an M.A. in Educational Technology and Librarianship, and a B.A. in English. In 2007, she earned her Ph.D. in Educational Leadership from BYU.

Beth A. Hansen, JD

Director of Career Services

hansenb@law.byu.edu

Ms. Hansen (J.D. ’95) joined the Career Services Office in the May of 1999. She received a J.D. from the J. Reuben Clark Law School in 1995 and a B.A. in Mathematics from Brigham Young University in 1989. She spent four years practicing law in Las Vegas, primarily in the areas of medical malpractice, collections, bankruptcy, and insurance defense. She is also acting Chair of the BYU Conflict Resolution Arbitration Board and is a member of the Law School Judicial Clerkship Committee.

Karen P. Andrews

Off-campus Recruiting Manager, Externship Advisor

andrewsk@law.byu.edu

Ms. Andrews joined the Law School in 2001. As the Externship Advisor, she works with both students and the legal community, working to place students in a legal environment both domestically and internationally. As the Off-campus Recruiting Manager, she oversees programs including the Early Interviewing Programs, the Las Vegas Job Fair, and the Loyola Patent Interview Program. Ms. Andrews serves as a mediator for the BYU Center.
for Conflict Resolution. She graduated from the University of South Florida with a B.A. in Health Education.

MariLee Allred

On-campus Recruiting Manager

allredm@law.byu.edu

Ms. Allred joined the J. Reuben Clark Law School as the On-campus Recruiting Manager in June 2009. She coordinates all on-campus recruiting events and also serves as the public service advisor. Ms. Allred tracks placement of law student employment, troubleshoots Symplicity, and acts as the CSO’s social media administrator. Ms. Allred graduated from Brigham Young University in 1993 with a B.A. in Art History. Following graduation, she was employed by LDS Church Headquarters. While her children were small, Ms. Allred ran her own business for ten years. Ms. Allred returned to the corporate world for several years as Director of Training for Persogenics, a communications consulting firm. In 2008, she returned to BYU as a member of the Human Resources Department.

Roberta L. Lawler

Alumni Services Coordinator

lawlerr@law.byu.edu

Ms. Lawler graduated from Brigham Young University with a B.A. in Communications and Broadcasting. Prior to joining the CSO, she was Vice President of Persogenics, where she presented family communication seminars, leadership training, and personal coaching. She spent five years as a producer and host for several daily talk radio shows and a weekly cable TV program. She was a national spokesperson for American Mothers International as the 1995 National Young Mother of the Year. Ms. Lawler helps coordinate all alumni events and services including board meetings, receptions, Supreme Court Swearing-in, Founders Day, Alumni Weekend, class reunions, service projects, Ethics Symposium, Honored Alum Lecture, and the monthly Alumni newsletter. She is also responsible for the Alumni website, various marketing and promotional projects, and coordinates joint events with the SBA. In addition she also serves on several Alumni Association boards.

BYU Law School Career Services
Ms. Taylor (J.D. ’91) joined the CSO as Employer Outreach Manager and Alumni Counselor in 2013. Before her employment with the law school, Ms. Taylor practiced law for over 20 years, primarily in the area of insurance defense. Ms. Taylor’s post-graduate journey began in a small boutique law firm where she developed an interest in workers’ compensation law. She left private practice to work as an adjudication attorney for the Workers Compensation Fund, a quasi-governmental agency and the state’s largest workers’ compensation carrier. Armed with a solid foundation in workers’ compensation insurance defense, in 1996 Ms. Taylor was recruited back to private practice. She spent the next 15 years with Richards Brandt Miller Nelson, becoming a shareholder in 2000. Ms. Taylor managed a practice group from 2002 through 2011, served on various committees and was a member of the Board of Directors with Richards Brandt. Most recently, Ms. Taylor worked as a senior staff attorney for a subsidiary of Hartford Financial Services Group, Inc., a global company. Determined to work with students in an academic environment, Ms. Taylor describes her current path as a shift in focus from earning a living, to earning a life.
SUMMARY OF CSO SERVICES

The CSO staff is committed to providing needed information, counseling, and skills training to prepare students for all career options, including summer externships and clerkships as well as permanent positions and judicial clerkships.

Individual Counseling

As per NALP guidelines (The National Association for Legal Career Professionals), 1L counseling begins November 1. We welcome counseling appointments to discuss career options/strategies, as well as resume, cover letter, and interview questions, but are willing to see you on a walk-in basis if we are available.

- For career planning, job search strategies, and employment questions, see:
  - Beth Hansen 1L’s & 2L’s, Last names A-K
  - Mary Hoagland 1L’s & 2L’s, Last names L-Z
  - Carrie Taylor 3L’s, Recent Graduates, & Alumni

- For help with resume, cover letter, and interview preparation, see:
  - Karen Andrews All students, Last names A-K
  - MariLee Allred All students, Last names L-Z

To schedule a counseling appointment, go to: www.law2.byu.edu (click on: Current Students > Careers > Counseling).

Professional Development Skills Training Course (Fall)

Fall—Law 552

Skills training is offered exclusively through the fall semester Professional Development Skills Training Course, which incorporates the following one-hour workshops to prepare students for the job search:

- Self-assessment
- Resume Review and Business Correspondence
- Interviewing
- Job Search & Marketing Strategies
- Researching Employers
- Networking & Relationship Building
- Developing Communication Skills
• Dressing to Succeed

Professional Development Lecture Series (Fall & Winter)

*Fall—Law 550*
*Winter—Law 551*

The CSO invites alumni and attorneys representing a wide variety of practice specialties and settings to speak about their careers in the Lecture Series. These classes, which are offered both fall and winter semesters, inform students about career options and afford excellent networking opportunities. Past speakers include professionals from public service employers, international employers, and both traditional and non-traditional legal employers.

Resume Review Service

Students enrolled in the Professional Development Skills Training course (*Fall—Law 552*), may meet with a counselor and submit their resumes for review at any time during the fall semester. Resumes should be submitted to cssec@law.byu.edu, and will be critiqued and returned within 48 hours. Students not enrolled in the course, however, must wait until after November 1 to receive counseling and have resumes reviewed.

Mock Interview Fair

During the Mock Interview Fair, first-year students have mock interviews with local practitioners and attend presentations about the practice of law. The fair is held mid-November.

Job Postings

The CSO receives many job notices throughout the year for summer positions, permanent positions, and part-time, school-year work. These postings are advertised in Symplicity, the law school’s data management system. 1L students will be given Symplicity access and an account during the fall semester.

Consortium/National Interviewing Programs
- Northwest Minority Job Fair (Seattle, September)
- Equal Justice Works Public Interest Job Fair (Washington, D.C., October)
- Northwest Public Service Career Fair (Portland and Seattle, February)
- Loyola Patent Law Interview Fair (Chicago, July)
Off-campus Interviews for 2L/3L Students
• Early Interviewing takes place in August. The cities/areas include: Northern California, Southern California, Dallas, Houston, Washington, D.C., New York City, Las Vegas, & Phoenix

On-campus Recruiting
During the spring of your first year and the fall and spring of your second and third years, a number of employers will come on campus to interview students. If you wish to be considered for interviews, you will need to submit resumes and other application materials via Symplicity by the posted deadline. If you are selected for an interview, the CSO will notify you by email and then you will sign up for an interview time.

1L Summer Externship Opportunities
The CSO has information about past/present summer externship (credit only, non-paid) openings available for 1L BYU law students. These placements, located throughout the world, expose students to a wide variety of government, corporate, law firm, judicial, and public interest settings. Students earn one unit of law school credit for each 50 hours worked, up to a maximum of six credits per summer. Placements are arranged during the fall semester.

Networking & Mentoring Programs
• 1L Welcome Breakfast (for Alumni & Students–during 1L Orientation Week)
• October General Conference Networking Reception (Saturday–between sessions)
• April General Conference Networking Reception (Saturday–between sessions)
• Alumni & Law Society Meetings (October)
• Alumni Board Meetings with Students (October and April)

Job Search and Networking Databases
• Judicial Clerkship database (1000+ judges)
• Alumni database (5000+ attorneys)
• Advising Network database (2400+ attorneys)
• Symplicity (includes job postings, an employer database, and an online resume bank)
• Intercollegiate Job Bank (regional job postings collected from other law schools)

CSO Resource Materials
• Extensive library of career-related resources (both print and online sources)

Online CSO Career Publications
• Guide to Professional Development
• The Job Hunt Guidebook
• Guide to Judicial Clerkships
• Public Interest Guidebook
• Guide to Alternative Careers
• LLM/International Student Professional Development Guidebook

www.law2.byu.edu (Click on: Current Students > Careers > Guidebooks)

CSO Web Page
Our web page is filled with great information, including:
• Copies of cso publications
• Student and graduate job postings
• Links to numerous career sites
• Externship information
• Calendar of cso events
• Alumni Directory, Advising Network, and Judicial Clerkship databases
• Reciprocity policy
• Links to the cso blog, Twitter, and Facebook pages

www.law2.byu.edu (Click on: Current Students > Careers)

Reciprocity
If you are focusing your job search outside of Utah, you may find it helpful to visit the career services office of another law school. We can assist you by preparing a Letter of Reciprocity requesting the use of that law school’s office resources when you are in the area.

Alumni Services
The cso remains a resource to you after graduation. You may schedule phone or in-office counseling appointments and can access graduate job listings on our website.
BYU Law School Policy on Non-discrimination

As a member of the Association of American Law Schools (AALS), the J. Reuben Clark Law School provides equal opportunity in legal education for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, religion, national origin, sex, sexual orientation, age, or handicap or disability. Because of the law school’s religious affiliation and purpose, AALS regulations as applied to the law school require equal opportunity on the basis of sexual orientation but not on the basis of conduct. All members of the law school community are required to comply with the Brigham Young University Honor Code, which requires chastity outside of marriage and fidelity in marriage. The law school, as is permitted by AALS regulation, also prefers faithful members of The Church of Jesus Christ of Latter-day Saints in employment.