



Interviewing Tips for Public Interest Jobs

Do mock interviews. Participating in mock interviews (which can be set up through your career services office) will help you identify areas which may require more preparation and calm your nerves by giving you a sense of how an actual interview will progress.

Enthusiasm and confidence are a must. These characteristics are perceived immediately by an interviewer, and they set the stage for a fluid conversation instead of a more formal “interrogation” format.

Most interviewers want to know you and not just your skill set. Employers want to know who you are as a person, and why you are motivated to pursue public interest work with their organization. Remember that employers are not just hiring a unit of labor; they are hiring someone with whom they will interact and collaborate, and someone they want to be around!

Do your homework. Many job seekers research employer organizations’ websites and memorize facts/figures (“there are 14 attorneys in this unit”). These facts are certainly useful, but remember to step back and look at the larger public interest community in which the employer operates: who it collaborates with, how it is funded, whether it has a longer-term strategic plan, etc.

Have a demonstrated commitment to the employer’s mission. While academic credentials do matter, it is equally- and sometimes, more- important that you can demonstrate a commitment to the organization’s mission through past work experiences, clinic participation, volunteerism, course selection, etc.

Be prepared to discuss weaknesses. If asked about a weakness in your resume (bad grade, etc.), explain it but don’t dwell on it. If asked to discuss what you perceive to be a weakness in yourself, show a self-awareness of that weakness AND talk about concrete ways that you act to correct it and prevent it from hindering your work.

Be prepared for hypothetical/behavioral questions. Skilled interviewers will want to see you think on your feet. Sometimes the hypos are designed without any good outcomes available. Do not be afraid to pause and compose your thoughts while processing a question.

Good questions for the interviewers. Always be prepared to ask the interviewer questions that are not answered on the organization’s website. Below are some examples:

- How did your interviewer get to their job?
- What do they find to be the most challenging facet of their work?
- What are three things they find rewarding about their work?
- What attributes are required to successfully do the job you’re applying for? (This may present a chance to further sell yourself by noting that you possess them and giving examples.)
- What is the supervisory structure for your position?

Always send a thank you note/email. This does not need to be long, but be sure to include something that will remind the interviewer of a highlight during your interview (ex. “Thank you for your suggestion to join the Pro Bono Committee at the Akron Bar. I did so earlier this week and look forward to my involvement.”)

Information adapted from PSJD.org. Visit PSJD for more information on public interest interviewing and other job search fundamentals. For a mock interview contact Director O’Brien: ab139@uakron.edu



How to Post an Announcement on Symplicity

Log on to Symplicity.

Select “Communications” tab and then “Announcements.”

“Add New” – type your announcement (can include links, etc.) and select the time frame you want your announcement to run (set expiration date so you don’t have to worry about keeping track!)

Hit “submit” and your announcement will go live. When students log on, your announcement will appear on their homepage.

Actions	Title
 	ALL ABOUT JUDICIAL CLERKSHIPS
 	New OCI/Resume Collect Updates!
 	NEW OCIs Added!
 	Spring On-Campus Interview Season
 	The Career Planning and Placement Office asks you to Save the Date!!!!
 	Welcome to AkronLawJobs!
 	Welcome!

Using Symplicity for Student Outreach

1. Under “Students” tab, select “more filters.”
 - Select practice area from the “Practice Area” drop down menu, ex: Government.
 - Can also narrow further by selecting “class level.”

- A generated list of students will appear.

- Under “Students” tab, select “Detailed Search” at the top.
 - Type key words in “Counseling Notes”, i.e. “public interest,” “prosecutor,” etc.
 - A list of all students with these key words in their counseling notes will appear (note: must use Counseling Notes feature to be able to search using this method.)

26 LAWYERING EFFECTIVENESS FACTORS
Marjorie M. Shultz and Sheldon Zedeck



How do you use
26 factors? Click
on pin.

1. **Analysis and Reasoning:** Uses analytical skills, logic, and reasoning to approach problems and to formulate conclusions and advice.
2. **Creativity/Innovation:** Thinks “outside the box,” develops innovative approaches and solutions.
3. **Problem Solving:** Effectively identifies problems and derives appropriate solutions.
4. **Practical Judgment:** Determines effective and realistic approaches to problems.
5. **Providing Advice & Counsel & Building Relationships with Clients:** Able to develop relationships with clients that address client’s needs.
6. **Fact Finding:** Able to identify relevant facts and issues in case.
7. **Researching the Law:** Utilizes appropriate sources and strategies to identify issues and derive solutions.
8. **Speaking:** Orally communicates issues in an articulate manner consistent with issue and audience being addressed.
9. **Writing:** Writes clearly, efficiently and persuasively.
10. **Listening:** Accurately perceives what is being said both directly and subtly.
11. **Influencing & Advocating:** Persuades others of position and wins support.
12. **Questioning & Interviewing:** Obtains needed information from others to pursue issue/case.
13. **Negotiation Skills:** Resolves disputes to the satisfaction of all concerned.
14. **Strategic Planning:** Plans and strategizes to address present and future issues and goals.
15. **Organizing and Managing (Own) Work:** Generates well-organized methods and work products.
16. **Organizing and Managing Others (Staff/Colleagues):** Organizes and manages others’ work to accomplish goals.
17. **Evaluation, Development, and Mentoring:** Manages, trains and instructs others to realize their full potential.
18. **Developing Relationships within the Legal Profession:** Establish quality relationships with others to work toward goals.
19. **Networking and Business Development:** Develops productive business relationships and helps meet the unit’s financial goals.

20. **Community Involvement and Service:** Contributes legal skills to the community.
21. **Integrity & Honesty:** Has core values and beliefs; acts with integrity and honesty.
22. **Stress Management:** Effectively manages pressure or stress.
23. **Passion & Engagement:** Demonstrates interest in law for its own merits.
24. **Diligence:** Committed to and responsible in achieving goals and completing tasks.
25. **Self-Development:** Attends to and initiates self development.
26. **Able to See the World Through the Eyes of Others:** Understands positions, views, objectives, and goals of others.

MARIE C. EVANS

134 Main St. | Akron, OH 44308

(330) 123-8899

Mce11@zips.uakron.edu

March 15, 2016

Ms. Carly L. Johnson
Office of Legal Recruitment
City of Cleveland Law Department
601 Lakeside Ave. E #601
Cleveland, OH 44114

Dear Ms. Johnson:

Please accept my application for an internship with City of Cleveland Law Department for the Fall 2016 semester. I am a second year law student at The University of Akron School of Law and my interest in working for the Law Department grew after meeting with a member of the your recruitment staff regarding internship opportunities at a recent Government Internship Fair.

My interest in the City of Cleveland Law Department stems from my strong desire to pursue a career in public service, particularly in tort law and litigation. I am extremely interested in your Tort Division because of its dedication to protecting Cleveland and the city's various important departments from liability. To prepare for work in this area, I sought out a judicial internship this year with Summit County Court of Common Pleas Judge Katherine Parker, where I was exposed to insurance litigation, personal liability and corporate liability disputes and trials. I have also gained excellent client counseling skills and legal drafting abilities through my volunteer work with Akron Law's Re-Entry Clinic.

I have gained knowledge and appreciation for public service, particularly in the area of tort law, which is why I would be excited about the opportunity to interview for an internship with the Law Department. An internship at the Law Department would mean being a part of a department whose various divisions are working for the same common goal, which is the protection and betterment of the City of Cleveland. I am excited about the opportunity to contribute to this goal, and also serve the community where I was born and raised. Thank you for your time and consideration.

Very truly yours,

Marie C. Evans

MARY COLLINS

25 East Walnut Street | Akron, OH 44304
(330) 257-8759 | mary.collins@zips.uakron.edu

EDUCATION

The University of Akron School of Law, Akron, OH

Candidate for Juris Doctor, expected May 2016

Honors: The University of Akron School of Law, Law Review, Staff Editor
David Dowd Award for Public Service, Recipient, Summer 2015

Activities: Public Interest Center, Affiliate
Social Justice Society, President

The University of Akron, Akron, OH

Bachelor of Arts in English, minor in Philosophy & History, May 2013

LEGAL EXPERIENCE

Community Legal Aid Services, Akron, OH

September 2015- Present

Intern, Health Law & Policy

Work as part of a medical-legal partnership to assist clients with poverty law issues that impact health. Meet and interview clients onsite at medical facilities. Conduct research on inadequate access to education services, poor housing conditions, imminent eviction, public benefits, and lack of health insurance and present findings to attorneys and clients.

Ohio Attorney General's Office, Cleveland, OH

Summer 2015

Summer Intern

Investigated twelve employment discrimination complaints by interviewing complainants, respondents, and witnesses. Conducted two-party fact-finding hearings to investigate claims. Negotiated two settlements, and reported probable case determinations to the Regional Director.

City of Akron Law Department, Akron, OH

October 2014 – April 2015

Legal Intern, Criminal Division

Interviewed witnesses and attended arraignments. Wrote search warrants, drafted memoranda of law, and prepared supporting documents for submission with search warrants.

Akron Municipal Court, Akron, OH

Summer 2014

Law Intern, Chambers of Honorable Joy Newfield

Observed homicide trials from pre-trial hearings, through verdict and sentencing. Drafted memoranda of law, and observed arraignments and motions.

VOLUNTEER EXPERIENCE

Akron Law Re-Entry Legal Clinics, Akron, OH

May 2015 - Present

Volunteer

Assist clinic clients with Certificates of Qualification for Employment (CQEs). Conduct client intake and advise on expungement process. Prepare expungement filings and appear in court proceedings.

JESSICA LAWYER

422 Fillmore Street | San Francisco, CA 99999 | 415.423.5678 | Lawyer@uchastings.edu

January 2, 2016

Laurel Gray
Executive Director
Western Center on Law and Poverty
3701 Wilshire Blvd., Suite 208
Los Angeles, CA 90010

Dear Ms. Gray:

Pursuing a career in poverty law has been my long term passion. As a third year law student at the University of California, Hastings College of the Law, I would like to be considered for a staff attorney position in your organization. I learned about the opening from my former supervisor at the General Assistance Advocacy Project (GAAP), Gary Lansing. He felt I would be a good fit and encouraged me to apply. I am thrilled at the prospect of joining your staff. I have been impressed with your work on the Poverty Law Simulation project. I attended your first training as a law student and have been following developments in the project over the years.

Throughout law school I have sought out work experience in social and economic justice, with a particular emphasis on welfare issues. As a law student I have focused on advocacy and policy issues while providing direct services to clients. I have always worked closely with other advocates and client groups to impact policy change and address broader issues. At Central California Legal Services (CCLS) in Fresno, I supported clients who were having difficulty obtaining public benefits and worked with staff attorneys to draft policy proposals to overcome barriers in obtaining those benefits. My experience at CCLS led me to volunteer at GAAP, where I took my experience in public benefits to the next level and represented clients before the Social Security Administration Appeals Board, as a certified law student. This semester I volunteered with the Homeless Advocacy Project (HAP), a program of the Justice and Diversity Center at the Bar Association of San Francisco, as an Educator for the SSI Children's project. As a certified law student, I represented many clients at administrative hearings regarding General Assistance, Food Stamps and SSI. I advocated for clients in law and motion matters and in settlement conferences, under attorney supervision. My experience has provided me with skills to support your public benefits mission, draft training materials and make presentations to veterans seeking GA/CAAP and Food Stamp assistance. I am also excited to become an advocate for your minor clients on CalWORKs and SSI issues.

After taking the bar exam I will return to Los Angeles where I grew up. I would like to start my legal career there as a public benefits attorney. My background is competitive for this position. I would like to contribute my training and skills to your mission to provide exceptional service to the underserved and underrepresented members of our community who are indigent, have language access barriers and/or suffer from physical or mental health conditions. Thank you for considering my application. I look forward to meeting you in person to discuss my candidacy.

Sincerely,

Jessica Lawyer
Enclosure

JESSICA LAWYER

422 Fillmore Street | San Francisco, CA 99999 | 415.423.5678 | Lawyer@uchastings.edu

EDUCATION

University of California, Hastings College of the Law, San Francisco, CA

Juris Doctor Candidate, 2016

Hastings Alternative Dispute Resolution Team, 2015-2016

Hastings Race and Poverty Law Journal, Senior Articles Editor, 2015-2016

Hastings Public Interest Law Foundation, Treasurer, 2014-2015

Hastings Appellate Project (HAP), 2014-2015

University of California at Los Angeles, CA

Bachelor of Arts, *magna cum laude*, Anthropology, 2009

Phi Beta Kappa, California Alumni Scholar

Thesis: "The Impact of Organized Religion on Indigenous Cultures"

EXPERIENCE

UC Hastings, Refugee Human Rights Clinic, San Francisco, CA

Law Clerk, Spring 2016

Delivered workshops on direct representation for asylum seekers. Drafted appeals to overturn denial of asylum application.

Researched policy issues on gender-based asylum law. Wrote report on migration patterns for Iraqi nationals seeking asylum.

Taught mediation strategy to high school students. Directed discovery requests.

Central California Legal Services Inc., Fresno, CA

Law Clerk, Summer 2015

Represented low-income clients on family law, housing, employment, public benefits, and healthcare matters under attorney supervision. Drafted demand letters in wage and hour cases. Expedited unemployment insurance benefits appeals.

Constructed a noise ordinance and drafted motions on implied covenant of quiet enjoyment for public housing tenants.

Investigated key facts in housing discrimination case.

Institute for the Study of Social Change, Oakland, CA

Research Assistant, Fall 2014

Interviewed young adults with incarcerated family members. Wrote analysis of interviews and presented findings to research supervisor. Researched psychological impact on children visiting incarcerated parents.

U.S. Department of Housing and Urban Development, San Francisco, CA

Law Clerk, Summer 2014

Represented low-income tenants facing eviction. Assisted pro per tenants to prepare for demurrers, answers, continuances, and other pleadings in unlawful detainer suits. Co-taught workshop with attorney on tenant legal issues through weekly tenants' rights workshop.

The Legal Aid Society, Employment Law Center, San Francisco, CA

Paralegal, 2011-2013

Managed two large employment discrimination suits. Drafted declarations, demand letters and motions. Prepared fact summary based on client interview. Organized several employment rights trainings for 10 to 50 attendees. Edited and assembled two editions of the ABA Committee on Employment Litigation newsletter. Provided legal referrals for individual claims through hotline.

La Mer Restaurant, Oakland, CA

Assistant Chef, 2009-2011

Created and updated restaurant blog. Educated servers on agricultural background of ingredients. Developed new menu items in test kitchen. Worked under time constraints to produce 500 appetizers per night. Researched cutting edge recipes. Planned weekly menu.

VOLUNTEER EXPERIENCE

Pro Bono Project, San Francisco, CA

Volunteer, Fall 2015

Counseled clients on foreclosures. Educated renters on legal rights and grievance process when landlords institute foreclosure proceedings.

Homeless Advocacy Initiative, San Francisco, CA

Educator, 2014-2015

Developed curriculum for undergraduate course on public health and homelessness. Wrote syllabus and invited homeless advocates and mental health professionals to speak on panels.

Traffic Citation Clinic, San Francisco, CA

Volunteer, 2013-2014

Developed and implemented traffic citation clinic after identifying an unmet community need. Recruited and coordinated student volunteers to staff weekly clinic on bay area college campuses. Successfully assisted clients to expunge their driving records.

General Assistance Advocacy Project, San Francisco, CA

Volunteer, 2013-2014

Counseled homeless clients on access to public benefits. Assisted clients complete documentation to obtain and to appeal denial of benefits.

Women In Leadership Conference, Oakland, CA

Steering Committee Member, 2011-2012

Planned and organized two panels on Women in the Law. Invited public interest practitioners to speak on panels. Presented statistics and paper on gender bias in the legal profession.

Upwardly Mobile, San Francisco, CA

Volunteer, 2010

Mentored college students on entering the legal profession. Conducted mock interviews and edited resumes.

International Rescue Committee, San Francisco, CA

Volunteer, 2009

Organized fundraiser for victims of human rights violations in Somalia. Helped raise over \$25,000.

AWARDS

Law School Scholarship, State Bar Foundation of California, 2015

Legal Aid Association of California, Dan Bradley Fellowship, 2014

PUBLICATIONS

“Advocating for Tenants Rights Within a Public Housing Framework,” Hastings University Press, 2012.

LANGUAGES & INTERESTS

Fluent in Spanish, Basic Farsi. Enjoy playing golf and reading historical fiction