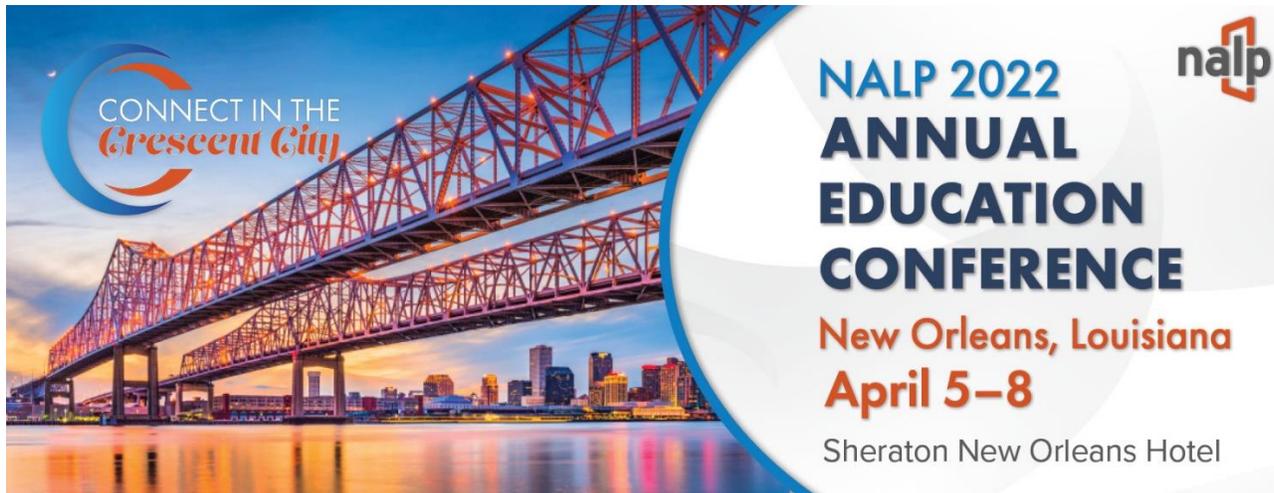


## Positive Peer Pressure: Integrating Law Student Peer Counseling in Your CSO Hiring Guide



### Table of Contents

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Page 14-Rachford Fellow Announcement Flyer

Page 15-Rachford Fellows Office Hours

Page 16-Rachford Fellow Newsletter

Page 17-Instagram Campaigns

## Rachford Fellow (RF) Hiring Steps

1. Position announcement (via email to 3L class) and Job Posting (via 12Twenty).
  - A. Typically occurs in March.
  - B. Deadline in early April (try to align with other school-sponsored position deadlines).
2. Inform applicants of Resume/ Cover Letter Assignment (materials on G Drive)
  - A. Send the instructions and materials through 12Twenty
  - B. Review markups and narrow down applicants
3. Interview (approximately) 4 students
  - A. Schedule interviews in groups of 2, including one interview with the current RFs
4. Make selections internally and send to Dean of Students to verify there are no problems with potential hires (Dean of Career Strategy).
5. Formal offer given to candidates (Dean of Career Strategy).
6. Next steps, paperwork. Items to be completed (Sr. Recruitment Coordinator):
  - A. By department:
    - i. See the Hiring Guide
      - a. Students will need to be hired for the Summer and then again for the School Year.
      - b. Identify Cost Center
      - c. Start Date = Immediately
      - d. Supervisor = Sr. Recruitment Coordinator
      - e. Alternate Supervisor = Dean of Career Strategy
      - f. Anticipated Weekly Hours = 15
      - g. Pay Rate = \$12.50/hr.
      - h. Additional Information = This is an hourly student worker position in the Office of Career Strategy at the Law School. We hire 2 students annually for this position. \*For the 2021-2022 academic year, 3 students were hired.
      - i. **NO LONGER the POLICY: We promise the student a total stipend of \$3,000. If they don't reach this with their hourly pay by the end of the academic year, we will offer them a stipend to make up the difference.**
    - ii. Contact HR with the list of students who will be hired. HR will verify which students still need to complete paperwork BEFORE they start work.

7. Need from student:
  - A. HR will reach out to the student directly to make sure they complete the proper hiring paperwork. Please check with HR at least 1 week prior to the start date to make sure that all paperwork is completed.
  - B. Student should send us their availability.
  - C. Student should sign acceptance/ confidentiality form.
  - D. Ask for a bio for the website.
  
8. Orientation Time!!
  - A. Arrange a transition meeting between new and old Rachford Fellows
  - B. Schedule a basic training meeting of 12Twenty, Leopard Solutions, etc.
  - C. Schedule a meeting for career counselors to train them on resume and cover letter review.



## FELLOWSHIP POSTING (supported by social media posts)

The Office of Career Strategy is seeking applicants to fill two Rachford Fellows positions.

### What is a Rachford Fellow?

Rachford Fellows are similar to Burks Scholars [a writing/research position well-known in the law school], but help with all things OCS. Each fellow will work approximately 10 hours/ week, but some weeks may be busier than others depending on the events that OCS is hosting each week.

Rachford fellows will have a variety of responsibilities, including but not limited to:

- Cover letter and resume review
- Planning/ promoting OCS sponsored events, such as Breakfast Connections, Networking Training Events, Career Panels, etc.
- Creating and maintaining content for OCS social media pages
- Maintaining SCORE database (posting jobs, collecting data and feedback from students)
- Help plan and execute Spring On-Campus Interviews, including creating employer welcome packets, greeting employers, etc.
- Work on various other projects throughout the year
- Connecting with and assisting students throughout their job search

### Will I be paid?

**Rachford Fellows are paid \$12.50/hr.**

If you have any questions about the position please contact one of the current Rachford Fellows: [names and contact information here]

The deadline to apply on SCORE is **Monday, March 29 at 5:00 PM.**

*The Rachford Fellow program is made possible through the generosity of one of our alums, Laurie Rachford 84L, former General Counsel at ExxonMobil Chemical Co. and member of the University's Board of Trustees. Laurie would like to be an active resource and mentor to the Rachford Fellows.*

### How do I apply?

Submit your resume and a 1-page statement of interest through SCORE. Your statement of interest should include ideas for a positive impact on OCS' operations<sup>1</sup>, offerings and/or services. If you are applying to be a Burks Scholar (writing or research), please note that in your statement of interest.

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<sup>1</sup> This element of the application was added after several initial applicants included programming ideas in their statement of interest.

## DOCUMENT REVIEW ASSIGNMENT FOR EVERY APPLICANT

### Email Subject

Next Step: Rachford Fellow Application (DUE SUNDAY)

### Body of Message

Thank you for your application to be a Rachford Fellow!

Open the "Instructions to Candidates" document attached for a description of the next step in the application process. Your two submissions are due (by email to [LawCareer@wlu.edu](mailto:LawCareer@wlu.edu)) by noon on Sunday, April 4.

OCS

[attachments follow]



# OFFICE OF CAREER STRATEGY

## Rachford Fellows Program

Thank you for your application to be a Rachford Fellow.

The next step in the application process is to mark up the student resume and cover letter provided. Please observe the following guidelines as you do so:

1. Add your name to the top of the document so that we can identify your submission.
2. Create each markup as a Track Changes<sup>2</sup> version of the document provided:
  - a. Click the Review tab, then click the arrow in the lower right corner of the Tracking module of options.
  - b. Choose Advanced Options, and ensure that moved text will be tracked, and marked in a different way than other edits.
  - c. Click the Track Changes icon to enter Track Changes mode.
  - d. N.B. If you use an Apple device, the steps may be different.
  - e. Make a test change or two to ensure Track Changes is operating properly.
3. Then, spend no more than 30 minutes TOTAL preparing your two markups.
4. Prepare each markup as if it were going directly to Jordan Doe.
5. You may make deletions, insertions or formatting changes to the text and/or layout, give advice, direction or explanation in the form of a Track Changes Comment or parenthetical text, or combine these approaches.
6. By noon on Sunday, April 4, email your two markups to [LawCareer@wlu.edu](mailto:LawCareer@wlu.edu). In the body of your email, certify that you have spent no more than 30 minutes preparing your two submissions.

Thank you again for your interest – it's much appreciated.

OCS

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<sup>2</sup> The Track Changes procedure may vary with the user's version of Word. Be prepared to troubleshoot!

123 Jefferson Ave.

Lexington, VA 24450

Novemeber<sup>3</sup> 10, 2021

Jackson, Jojo, Roscoe & Verne LLP  
1000 Corporate Way  
New York, NY 10018

To whom it may concern,

My name is Jordan Roe and I'm writing to you because I am a 1L at W&L Law School and am interested in a position at your firm. I love New York and really want to work there this summer. I particularly want to get experience with a firm with a broad range of practice areas so that I can determine what area of law I want to practice in when I graduate. Your firm has an excellent reputation in the New York market and is a ideal fit.

After graduating from UVA in 2017, I worked for SmithBucklin in Washington, DC and Hilton, Jantzi, Jarrett, Moffett & Wade in Washington, DC. I was an event planning coordinator, then decided I wanted to go law school, so I worked as a legal assistant at a firm. Now that I am in law school I have been refining my research and writing skills in Legal Writing and Research courses. I am a hard-worker, a team player and am diligent and show initiative.

My attention to detail and strong writing skills make me an idea candidate for a summer associate in your office. I did a substantial amount of writing in my undergraduate program and also during my internships during college. I've continued to practice these skills while in law school and during my work between undergrad and law school.

Thank you for considering my application. I look forward to hearing form you sometime soon. Otherwise, I will contact you in two weeks to arrange a mutually convenient time to meat.

Best,

Jordan Doe

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<sup>3</sup> Word's spelling and grammar guidance must be "ignored" to provide a clean draft.

## JORDAN DOE

123-456-7890 20 Misdemeanor Lane, Washington, DC [jordoe1996@yahoo.com](mailto:jordoe1996@yahoo.com)

### EDUCATION

**Washington & Lee Law School** Fall 2019 – May 2022  
Juris Doctorate

**University of Virginia** Fall 2013- May 2017  
Bachelor of Arts in History

- Minors in Political Philosophy, Policy and Law, Spanish GPA: 3.67/4.0

*Magna Cum Laude*

- **Honors:** Dean's List Spring 2013, Fall 2014, Spring 2015, Spring 2016, Fall 2016, Spring 2017; Best Undergraduate Seminar Paper (Spring 2017 – Debating Science in Modern America; "Paleoclimates: Sunspots, Tree Rings, and Volcanoes", Pi Alpha Theta (National History Honor Society)
- **Scholarship:** A. Wealthy Alumni Scholarship; Mary Doe Scholarship
- **Research:** Research Assistant to Professor Risa L. Golubuff for article "United States Vagrancy Laws" published in *Oxford Encyclopedia of America Urban History* (2019); researched historical vagrancy laws, convictions, and court cases in four states and provided summaries
- **Activities:** Virginia Alpine Ski and Snowboard Team (VASST) (Fall 2015-Spring 2017), member of 2<sup>nd</sup> place Alpine USCSA Southeast Conference Team 2017

**University of Glasgow**, Glasgow, Scotland Fall 2015  
*UVA Exchange Student*

- **Classes:** History, Scottish Literature, Sociology and Environmental Studies

### EXPERIENCE

**Legal Assistant** January 2019-present  
Hilton, Jantzi, Jarrett, Moffett & Wade – Washington, DC

- Filed documents with local courthouses
- Performed administrative work, including answering phone, organized litigation files, attorney's calendars
- Made redactions, scanned and encrypted discovery materials with paralegls
- Attended and took notes on meetings
- Organized hard files and digital files
- Followed up with clients for necessary documents

**Event Planning Coordinator** Fall 2017 – December 2018  
**SmithBucklin – Washington, DC**

- Assistant contribute to planning of meetings, events, tradeshow, and registrations. Coordinate with suppliers, provide customer service for exhibitors, clerical support for event
- Reconciled financial accounts for managed events, including processing invoices, collecting past-due payments, working with accounting team to reconcile all accounts
- Prepare statistical reports
- Timely entered records and information into database system
- Oversaw temporary staff, usually 2-3 clerical staff members and 5-10 event staff members
- Multi-tasked and planned and assisted with event management worldwide
- Worked successfully independently and in team orientated environment

**Congressional Intern** Summer 2016  
U.S. Congressman Jackson Moffett (VA-2) - Washington DC

- Answered phone calls at Congressman's Washington, DC office, tracked constituent casework, followed up with concerned citizens on concerns
- Provided tours of capitol building
- Attended committee meetings and took notes for Congressman, researched issues for committee meetings

**Waitress** Summer 2016, 2017

Green Pig Bistro, Arlington, VA

- Provided exceptional customer service in upscale nose-to-tail restaurant with open concept kitchen
- Answered customer questions on nose-to-tail dining, food selections, wine, beer, and drink pairings

**Program Development Intern**

**Summer 2015**

Community Employer Northern Virginia (CENV)

- Grassroots non-profit dedicated to supporting low-income and single parent families
- Coordinated summer program for students who attended after-school care
- Planned education seminar on advocating for children in public schools
- Staffed Brighter Saturdayz from 7am-7pm, providing lunch, snacks, creative and guided activities

Customer Service Associate

Summer 2013, 2014, Summer 2015

Sephora – Arlington, VA

- Provided customized advice to each customer, guided through makeup and skincare options
- Recognized as Associate of the Month for July for Customer Service (based on customer feedback)
- Organized displays and products

**LEADERSHIP**

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**Chi Omega**

Fall 2013 – Spring 2017

- New membership drive coordinator (Fall 2014); Chair for Chi Omega Christmas Drive 2015, 2016 (raised money and solicited donations to help over 100 local families); volunteered 100+ hours with Charlottesville the Shelter for Help in Emergency

**Student Council Community Service Committee**

Fall 2014-Spring 2016

- Connect students with public service opportunities at UVA and Charlottesville communities

**University Dance Club**

Fall 2013 – Spring 2017

- Performed in events each semester
- Event Coordinator for Spring 2016 production, coordinated with event planning staff, production staff, all publicity

**VOLUNTEER**

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- **Doorways for Women and Families (Arlington, VA), volunteer on crisis prevention hotline (2017-present)**

**LANGUAGE AND OTHER**

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- **Language:** Intermediate Spanish
- **Skills:** Microsoft Office – Excel, Powerpoint, Word, Outlook; PACER; Historical Archive research
- **Interests:** National Parks – roadtripped and camped this summer at Zion, Yosemite, Yellowstone, Joshua Tree, Rocky Mountain and Arches; reading; working out

## INTERVIEW SELECTION CRITERIA

Some applicants drop out after receiving the document mark-up assignment. Depending on the number who submit markups and the quality of their submissions, we select candidates to interview. Those not selected are notified by email.

The entire OCS staff, three counselors and two administrative staffers [and the current Rachford Fellows? I can't remember], work in pairs to interview each selected applicant. After interviews have been conducted, the staff meets to make a collaborative decision. In addition to selecting individuals who will excel in the position, we work to create a complementary team.

Factors considered:

- Quality of markups
- Ideas for programming, services, processes
- Position in the law school community
- Approachability, rapport, personal style



## INTERVIEW OFFER EMAIL

Congratulations, you are a finalist for one of the 2021-22 Rachford Fellows positions. In the spirit of transparency, we have narrowed the field to 5 finalists for 2 RF positions. If you have changed your mind and want to bail, now is the time to let me know!

The next (and last) step is to have you interview with the OCS team. You will have three rounds of interviews with OCS members, in back-to-back-to-back 20-minute interview sessions. If at all possible, we would like to complete the interviews by the end of next week (April 16). Please email your availability for a one-hour block of time next week to the Sr. Recruitment Coordinator **as soon as possible** and we will work with you to set up a time for you to interview via Zoom. The goal for your interview is for it not to be an inquisition, but an opportunity for us to talk with you about your thoughts and ideas for the role of a Rachford Fellow this upcoming year.

Please let me know if you have any questions and we look forward to seeing you soon.

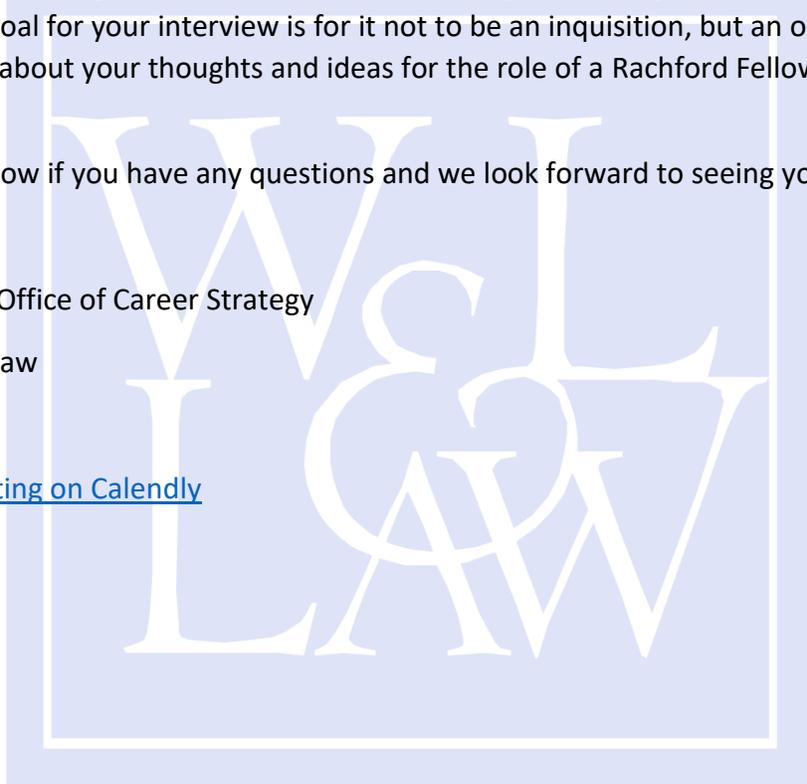
Cliff Jarrett

Assistant Dean, Office of Career Strategy

W&L School of Law

540.458.8534

[Schedule a meeting on Calendly](#)



## WELCOME EMAIL

Good Afternoon Student,

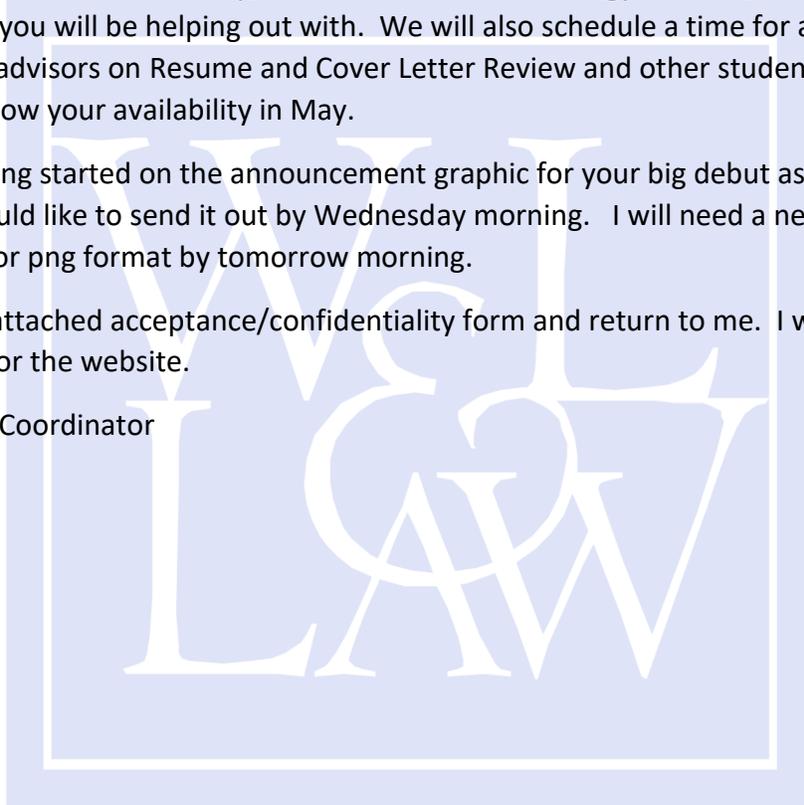
Congratulations on your new position as a Rachford Fellow with OCS! I look forward to working with you this summer and next school year. I've taken care of the hiring process through HR. Since you are already in the system, you are good to go and don't need to complete any new paperwork.

I would like to set up a mutually convenient time to gather virtually with your fellow Rachfords for a training session on: 12Twenty, the Office of Career Strategy mailbox, and some of the other programs you will be helping out with. We will also schedule a time for a training session with one of the advisors on Resume and Cover Letter Review and other student advising details. Please let me know your availability in May.

Lastly, I am getting started on the announcement graphic for your big debut as Rachfords. Dean Jarrett would like to send it out by Wednesday morning. I will need a new photo. Please send one in jpg or png format by tomorrow morning.

Please sign the attached acceptance/confidentiality form and return to me. I will also need a 4-5 sentence bio for the website.

Sr. Recruitment Coordinator



## RACHFORD FELLOW 2021-2022

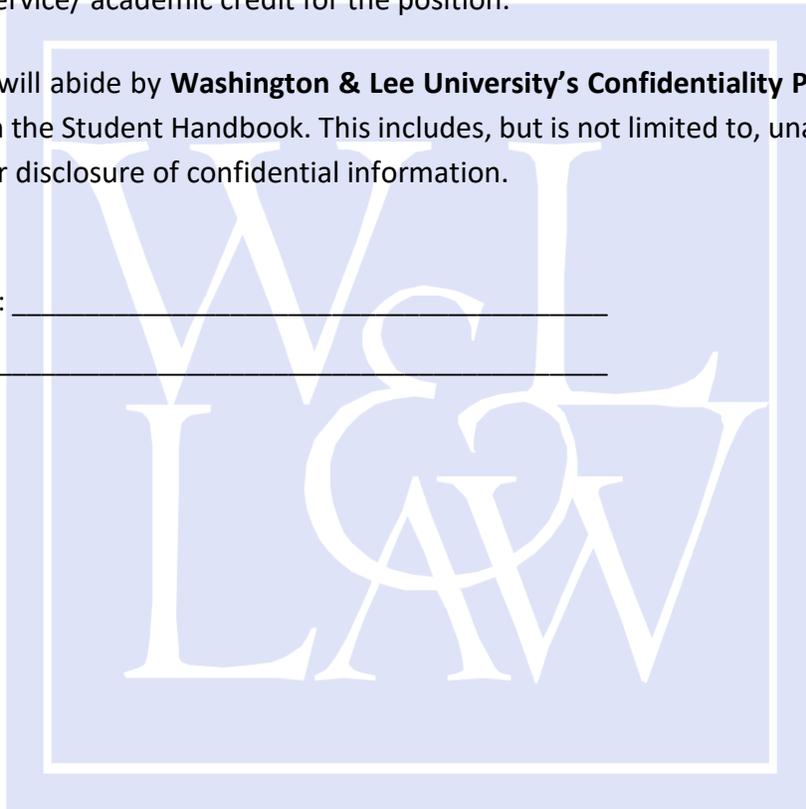
### ACCEPTANCE FORM

I, \_\_\_\_\_, accept the offer of the position of Rachford Fellow for the 2021-2022 Academic Year. By my signature below and the completion and return of this form, I indicate and agree to the following:

- I acknowledge that I will be paid hourly (12.50/hour) and that I will not receive service/ academic credit for the position.
- I will abide by **Washington & Lee University's Confidentiality Policy**, as outlined in the Student Handbook. This includes, but is not limited to, unauthorized access or disclosure of confidential information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



OCS: Introducing the new...

Rachford Fellows



**Elizabeth Hudson**

Summer 2021  
Eversheds Sutherland  
Washington DC

Summer 2020  
US District Court for District of MD  
Baltimore, MD



**Tim Wang**

Summer 2020  
ACLU of Texas  
Houston, TX



**Harley McClellan**

Summer 2021  
Motley Rice / Christian & Barton  
Charleston, SC / Richmond, VA

Summer 2020  
US District Court -  
Northern District of TX  
Amarillo, TX



# OCS ADVISORS WEEKLY SCHEDULE

Dec 06 - Dec 10

Follow OCS on Instagram!



**Mon    Tues    Wed    Thurs    Fri**

**Dean  
Jarrett**

9-12 Virtual/ In-person	9-12 Virtual/ In-person	9-12 Virtual/ In-person	9-12 Virtual/ In-person	9-12 Virtual/ In-person
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1-5 Virtual/ In-person	1-5 Virtual/ In-person	1-5 Virtual/ In-person	1-5 Virtual/ In-person	1-5 Virtual/ In-person
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**Ms.  
Hilton**

9-12 Virtual/ In-person	9-12 Virtual/ In-person	9:30 - 10:30 Zoom Drop In (Judicial Opportunities) 10:30 - 12 Virtual	9-12 Virtual/ In-person	9-12 Virtual/ In-person
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1-5 Virtual/ In-person	1-5 Virtual/ In-person	1-5 Virtual	1-5 Virtual/ In-person	1-5 Virtual/ In-person
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**Ms.  
Coleman-  
Jackson**

9-12 Virtual	9-12 Virtual/ In-person	9-12 Virtual	Out of office	9-12 Virtual/ In-person
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1-5 Virtual/ In-person	1-5 Virtual/ In-person	1-5 Virtual	Out of office	1-5 Virtual/ In-person
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## Rachford Fellows

Tuesday/Thursday  
11:30AM-1PM  
@Brief Stop

Wednesday 11AM-2PM  
@Brief Stop

Monday 1PM-2:30PM @ Brief Stop  
Friday 12PM - 2PM on Zoom

**Elizabeth**

**Harley**

**Tim**



# Office of Career Strategy

## 1L November Newsletter



Dear 1Ls,

We hope you enjoy your well-deserved break. We know you are hard at work preparing for exams, but we wanted to send a note saying good luck and offer to assist you as you polish your resumes, write your cover letters, and prepare for the 1L hiring season ahead. We have collected a few tips and articles you might find helpful as you begin to think about jobs for your 1L summer. Please consider reaching out to the OCS advisors or one of us with any questions and/or to get your materials reviewed before you start submitting!

Your OCS Rachford Fellows, Elizabeth, Harley, and Tim

### How to Prepare Your Applications

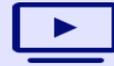
Start by going to SCORE Resource Library's folder labeled [Application Materials](#) and check out the resources there. For help on how to use SCORE and the Resource Library in Box, check out this [video](#). We also recommend using some of the following:



Check out the [1L Quick Resource Guide](#), [1L Resume Guide](#), and [sample 1L resumes](#) to get started.



Don't hesitate to reach out to OCS for editing or proofreading of cover letters, resumes, or even emails to employers, and look out for information on upcoming resume workshops! Links to OCS Advisors' Calendly pages and info on the Rachford Office Hours are listed at the end of this newsletter.



Check out these short helpful [videos](#) on everything from interviews to managing offers.



For cover letters, check out resources in the [SCORE Resource Library](#). If you look for cover letter advice online, make sure it's specific to legal jobs! Get started [here](#).



In the Resource Library, select the [Shortcuts](#) PDF to log into Leopard Solutions and easily look up alumni at specific firms or by location. Check out this video on how to use Leopard Solutions.



Don't forget to look at the [Student Summer Jobs](#) folder to see what firms/organizations hired W&L 1Ls previously. Contact those 2Ls and 3Ls for advice and tips on who to address your CL to!

### SPRING OCI

Look out for more information on Spring OCI. As of November 11, 9 firms will recruit "on-campus" this spring. Expect a combination of virtual and in-person interviews.

You do not need to apply to these firms early or separately. Current deadlines are below:

#### Round 1

Application Period: January 7-13  
Interviews: January 24-28

#### Round 2

Application Period: January 9-16  
Interviews: January 31-February 4

**Look for OCS's Entry in PILSA's Chili Cook-Off on 12/3 (Law School Patio).** All proceeds go towards the Natkin Fund, which supports students working in unpaid public interest internships.

### EARLY DEADLINES



Some 1L employers are moving particularly fast this season. If an employer lists its deadline as before 1L grades are distributed, we advise you to apply now and then supply your 1L transcript once grades are available.

There is not a uniform approach to 1L hiring, so we recommend you check the websites of employers in the markets you plan to target. Some of the jobs with early deadlines are posted on SCORE.

For deadlines for select federal and state government positions, check deadlines in [Arizona Handbooks](#) and on the DOJ website

To set up an alert in SCORE, go to OCI and Job Listings, filter by Student Group > 1Ls - Class of 2024 (and City if you'd like), and at the bottom of the screen select "Turn on email alerts for this search."

### GPIIP CORNER

Look out for information on *Government and Public Interest Interview Program (GPIIP)*, an interview program co-sponsored by the University of Richmond, William & Mary, and Washington and Lee. This year's program will be held virtually on Friday, February 11, 2022.

Over 80 employers participate in the program each year! GPIIP allows you to interview with federal, state, and local employers from DC, DE, MD, PA, and VA.

Mark your calendars! The student application deadline is Thursday, January 13, 2022.

#### Check out Holiday Receptions on SCORE

SCORE has reception invitations sent to OCS under "Employer Sponsored Events" (use the type of job filter).

## What else can I be doing?

### FOCUS ON YOUR SCHOOLWORK

We encourage you to prioritize your studies in the final push of the semester. You're almost there. Can all of this wait until after finals? Of course!

### SIGN UP TO GET JOB POSTING ALERTS FROM SCORE

To sign up for daily or weekly email alerts in [SCORE](#), go to OCI and Job Listings, filter the search as desired, and select "Turn on email alerts for this search" in the bottom left corner.

### OCS IS HERE!



OCS Counselors and Rachford Fellows are here to answer questions as you get ready to send out applications. Reach out with questions, to have us review resumes and cover letters, or to assist planning your job search strategy.

Calendly Links for OCS Advisors:

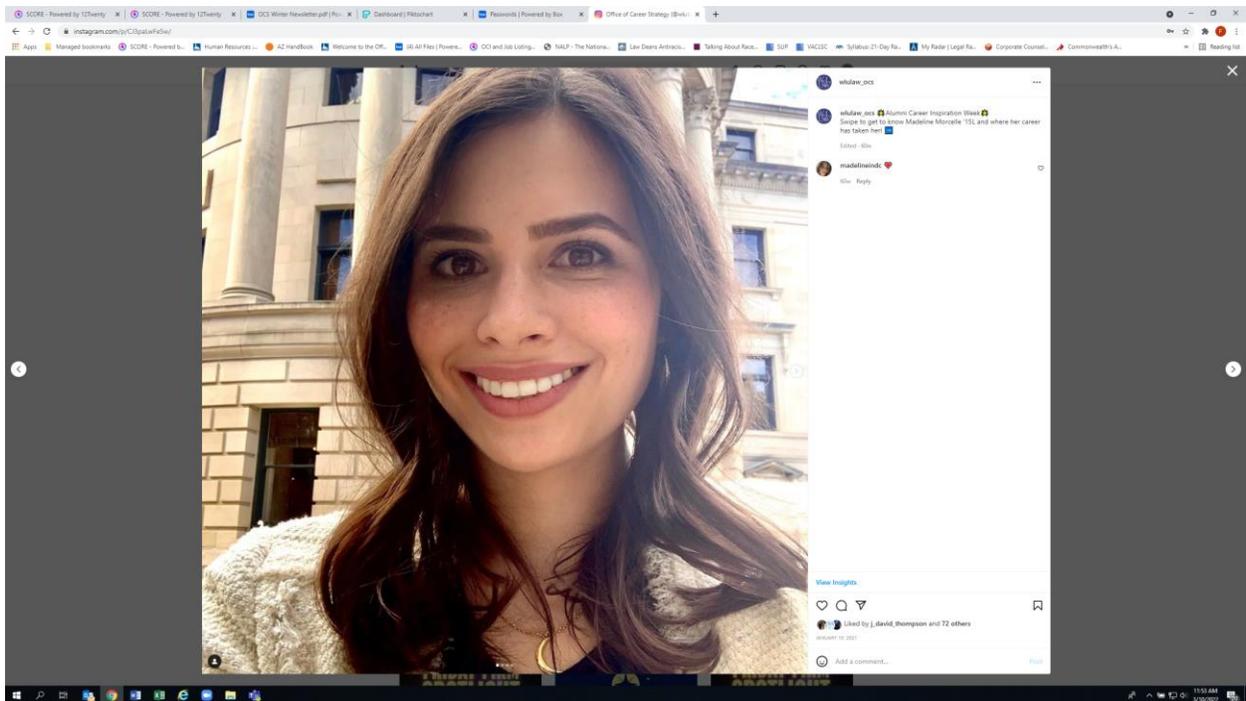
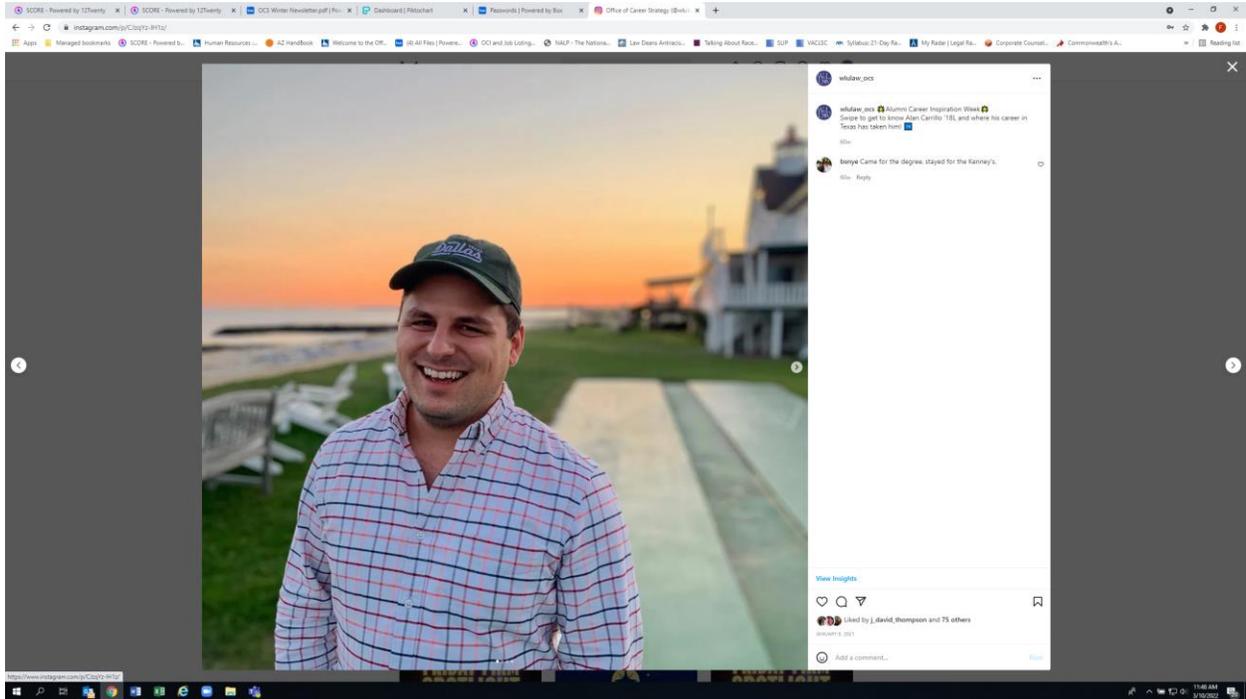
[Dean Jarrett](#)  
[Ms. Hilton](#)  
[Ms. Coleman-Jackson](#)

Rachford Office Hours:

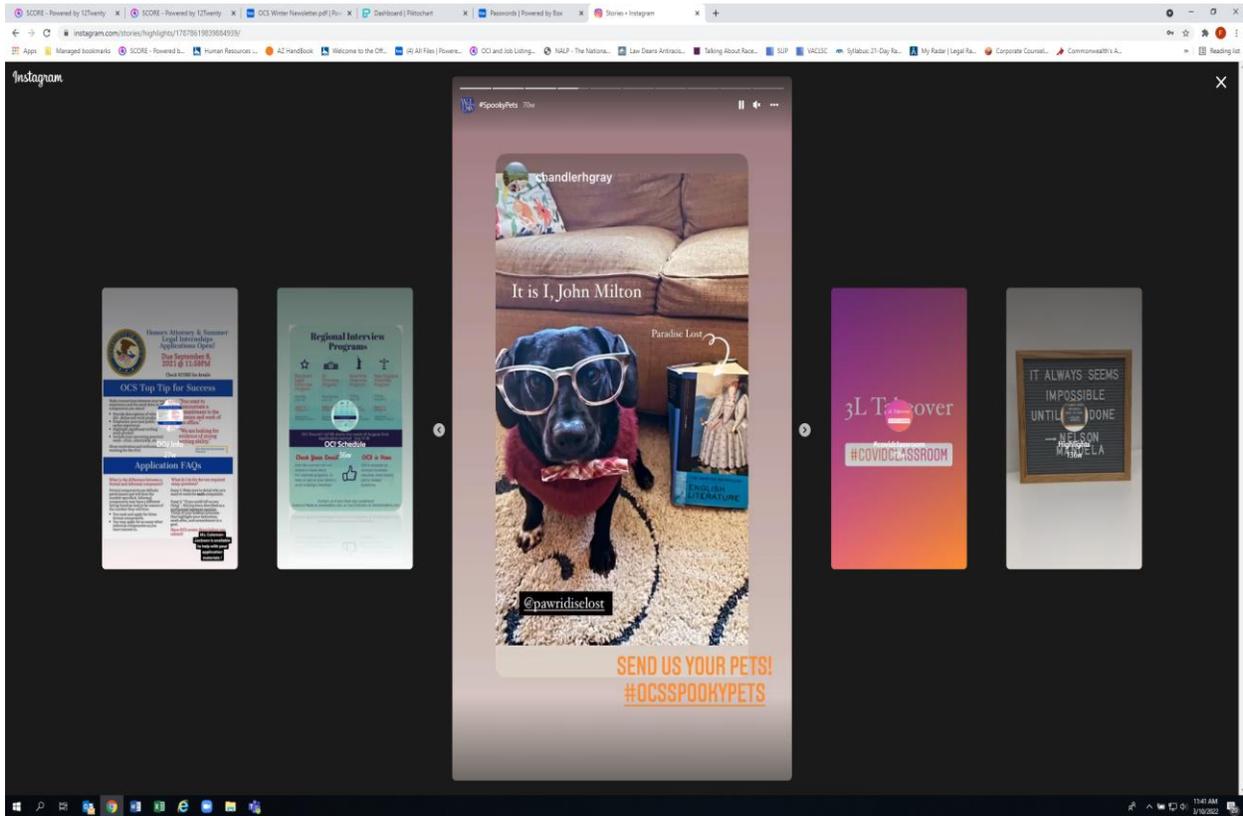
[Elizabeth](#) - Tuesday/Thursday 11:30 am - 1 pm in Brief Stop  
[Harley](#) - Wednesday 11 am - 2 pm in Brief Stop  
[Tim](#) - Monday 1 pm - 2:30 pm; Friday 1:15 pm - 3 pm in Brief Stop

# INSTAGRAM CAMPAIGNS

## Alumni Career Inspiration Week



# #OCSSPOOKYPETS



# #COVIDCLASSROOM

