MANAGING THE 2L POST-EIW JOB SEARCH

I. Follow up with outstanding applications.
   ✓ Firms with which you have had callbacks: “First choice” email.
   ✓ Firms you have not heard back from at all. Expression of continued interest.

II. Review Active AND Archived Job Postings on CSM:
   https://law-nyu-csm.symplicity.com/students/
   ✓ Update your profile and review new job listings DAILY or set up a search agent so that ALL new job listings are emailed directly to your account There are currently over 58 2L summer positions at law firms posted on CSM.
   ✓ Apply for part-time positions during academic year to create summer job opportunities and hone legal skills.
   ✓ Archived job postings. They provide leads as to which firms may be busy and have an interest in NYU law students.

III. Participate in Fall OCI (September 16-October 29).
   ✓ OCI module for Week 1 bidding will open on Friday, August 28, at noon.
   ✓ Continue to view and bid on employers two weeks in advance of the interview date. The module opens for bidding each Friday at 12:00 noon.; bidding closes at 11:59 p.m. the following Monday. (List of tentative employers attached)

IV. Monitor Government Options/Deadlines
   ✓ Attend the PILC Launch Event and Alumni Reception on August 31 to attend panels and network with alumni - attendance is required for 2Ls seeking summer funding.
   ✓ Register for PILC funding by December 1.
   ✓ Get copies of the 2L Public Interest Job Search Handbook and the US Government Opportunities for Law Students and Lawyers Handbook from PILC.
   ✓ Meet with PILC counselors to ascertain government application deadlines.
   ✓ Review the University of Arizona Government Honors and Internship Handbook: http://arizonahandbooks.com/u/nyupilc; password: artichoke
   ✓ Review government job postings on www.usajobs.gov

V. Obtain letters of recommendation from former employers and/or faculty in order to strengthen applications.

VI. Send a Targeted Mailing:
   ✓ Expand your geographic scope in the greater NY metro area (i.e., NJ and CT) and other geographic locations where you have connections.
   ✓ Target NALP firms that did not participate in EIW (list attached).
   ✓ Target small and mid-sized firms through Martindale Hubbell (tip sheet and instructions attached).
   ✓ Target firms with practice areas that fit your specific background and reference this in your cover letter.
✓ Target alumni who attended the 2012, 2013, and 2014 “Finding Your Niche” Small and Mid-sized Firms Career Fair (list of bios available in the CSM Career Resources Library).
✓ Send materials directly to NYU alumni and copy the recruiting coordinator.

VII. Monitor Summer Compliance Positions:
✓ Check websites and write to NYU alumni in compliance at large banks, healthcare companies, and insurance companies.
✓ The following organizations (among others) regularly hire entry and junior level compliance officers: Citigroup, JP Morgan Chase, Bank of America, UnitedHealth, AIG, Kaiser Permanente.
✓ Check NYU Program on Corporate Compliance and Enforcement website (http://www.law.nyu.edu/corporatecompliance) for events you can attend in order to network.

VIII. Monitor Summer In-House Counsel Positions:
✓ Corporations in the insurance and oil and gas industries regularly hire entry-level attorneys. In NYC, SCOR, Standard Securities Life Insurance, Metropolitan Life Insurance Company, Guardian Life Insurance Company and New York Life Insurance Company have hired entry-level attorneys. Use Directory of Corporate Counsel through Westlaw, Linked In (Jobs), Indeed.com

IX. Expand Your Professional Network Through NYU and Elsewhere:
✓ Seek assistance from NYU Law professors and prior legal employers. When asking faculty for assistance, be sure to ask for something they can do; do not simply ask if they can assist you in securing employment.
✓ Attend Networking Events Outside NYU: Establish new ties and rekindle prior connections by attending Bar Association and alumni events. Review the weekly Docket for upcoming events.

X. Schedule informational interviews with targeted NYU and undergraduate alumni to learn more about their practice.

XI. Subscribe to the "Daily Buzz" at http://nylj.com/nylawyer to keep up on the latest market news and career information.

XII. Pace yourself. Do not drop out of the process. Seek our assistance as needed.

Handouts:
1: Fall 2015 On Campus Employers (tentative)
2: Select NYC Offices of NALP firms that did not attend EIW
3: Small and Mid-Sized Firm Search Tip Sheet
4: Small & Mid-Sized Firms That Have Hired 1Ls/2Ls
5: NY offices with No NYU Summers in 2015
## Fall OCI 2015 List of Employers – 2L Students
**Tentative List as of 8/25/15 – Subject to Change**

<table>
<thead>
<tr>
<th>OCI Session</th>
<th>Employer</th>
<th>Selected Offices</th>
</tr>
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<tbody>
<tr>
<td>Week 1</td>
<td>Bond, Schoeneck &amp; King, PLLC</td>
<td>Syracuse, NY</td>
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<tr>
<td>Week 1</td>
<td>Earthjustice</td>
<td>New York, NY</td>
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<tr>
<td>Week 1</td>
<td>Herrick Feinstein LLP</td>
<td>New York, NY</td>
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<tr>
<td>Week 1</td>
<td>Legal Aid Society</td>
<td>New York, NY</td>
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<tr>
<td>Week 1</td>
<td>Liddle &amp; Robinson LLP (Employment Litigation)</td>
<td>New York, NY</td>
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<tr>
<td>Week 1</td>
<td>New York City Law Department</td>
<td>New York, NY</td>
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<tr>
<td>Week 1</td>
<td>US Department of State; Office of the Legal Adviser</td>
<td>Washington, DC</td>
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<tr>
<td>Week 2</td>
<td>Alvarez and Marsal (TAX/BUSINESS ADVISORY ONLY)</td>
<td>New York, NY</td>
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<tr>
<td>Week 2</td>
<td>Berger &amp; Montague</td>
<td>Philadelphia, PA</td>
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<tr>
<td>Week 2</td>
<td>Brooklyn District Attorney's Office</td>
<td>Brooklyn, NY</td>
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<tr>
<td>Week 2</td>
<td>Connors &amp; Vilardo, LLP (Litigation FOCUS)</td>
<td>Buffalo, NY</td>
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<tr>
<td>Week 2</td>
<td>District of Columbia Public Defender</td>
<td>Washington, DC</td>
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<tr>
<td>Week 2</td>
<td>Federal Trade Commission; Bureau of Competition</td>
<td>Washington, DC</td>
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<tr>
<td>Week 2</td>
<td>Federal Trade Commission; Bureau of Consumer Protection</td>
<td>Washington, DC</td>
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<tr>
<td>Week 2</td>
<td>Internal Revenue Service; Office of Chief Counsel</td>
<td>Washington, DC</td>
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<tr>
<td>Week 2</td>
<td>Ivins Phillips &amp; Barker (Tax and Employee Benefits Specialty)</td>
<td>Washington, DC</td>
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<td>Week 2</td>
<td>Natural Resources Defense Council (NRDC)</td>
<td>New York, NY</td>
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<tr>
<td>Week 2</td>
<td>PwC</td>
<td>New York, NY</td>
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<tr>
<td>Week 2</td>
<td>U.S. Army Legal Services Agency</td>
<td>Fort Belvoir, VA</td>
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<tr>
<td>Week 3</td>
<td>Bronx Defenders</td>
<td>Bronx, NY</td>
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<tr>
<td>Week 3</td>
<td>New York City Housing Authority</td>
<td>New York, NY</td>
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<tr>
<td>Week 3</td>
<td>Social Security Administration; Office of the General Counsel</td>
<td>New York, NY</td>
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<tr>
<td>Week 4</td>
<td>Finn Dixon &amp; Herling LLP</td>
<td>Stamford, CT</td>
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<td>Week 4</td>
<td>New York Lawyers for the Public Interest</td>
<td>New York, NY</td>
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<tr>
<td>Week 5</td>
<td>Hennepin County Public Defender</td>
<td>Minneapolis, MN</td>
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<tr>
<td>Week 6</td>
<td>Maryland Office of Public Defender</td>
<td>Baltimore, MD, Greater Washington, D.C.</td>
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<tr>
<td>Week 7</td>
<td>PwC</td>
<td>New York, NY</td>
</tr>
</tbody>
</table>
SELECT NYC OFFICES OF NATIONAL FIRMS THAT DID NOT ATTEND EIW 2015

1. Akerman LLP
2. Ballard Spahr LLP
3. Chapman and Cutler LLP
4. Davies Ward Phillips & Vineberg LLP
5. Davis Wright Tremaine LLP
6. Day Pitney
7. Dickstein Shapiro
8. Dorsey & Whitney LLP
9. Fox Rothschild LLP
10. Friedman Kaplan Seiler & Adelman LLP
11. Frommer Lawrence & Haug LLP - IP ONLY/Specific Background REQUIRED
12. Garvey Schubert Barer
13. Hahn & Hessen LLP
14. Harris Beach
15. Haynes & Boone
16. Herrick, Feinstein
17. Hinckley Allen
18. Hodgson Russ
19. Jackson Lewis (primarily employment)
20. Kilpatrick Townsend & Stockton LLP
21. Loeb & Loeb
22. Manatt Phelps & Phillips LLP
23. Mound Cotton Wallon & Greengrass (primarily insurance)
24. Riker Danzig Scherer Hyland & Perretti LLP
25. Patterson Belknap Webb & Tyler LLP – no 2L summer program
26. Pepper Hamilton LLP
27. Perkins Coie LLP
28. Robins Kaplan LLP
29. Sadis & Goldberg LLP
30. Satterlee Stephens Burke & Burke LLP
31. Schiff Hardin LLP
32. Squire Patton Boggs
33. Sedgwick LLP
34. Steptoe & Johnson LLP
35. Sullivan & Worcester LLP
36. Thompson Hine LLP
37. Thompson & Knight LLP
38. White and Williams LLP
39. Withers Bergman LLP
SMALL AND MID-SIZED FIRM SEARCH TIP SHEET

The following resources have been compiled to assist students in researching information about small and mid-sized firms nationwide. For advice on crafting your job search correspondence, and networking with smaller firm lawyers, please refer to the Career Development Resources Handbook (a copy of which is located under the CSM Resources tab).

When writing to smaller law firms, follow these tips:

1. Informational interviewing is strongly recommended for getting your foot in the door at a small law firm. See the Informational Interviewing Tip Sheet in the CSM Career Resources Library under the Resources/Tools tab (https://law-nyu-csm.symplicity.com)
2. Write directly to a partner, preferably one with an NYU Law degree or a strong connection to your practice area of interest. Write to the head of the department you are targeting, when possible.
3. Personalize your letter. This is especially important for a small firm. Demonstrate that you have done your research and are familiar with the firm’s practice and needs.
4. Sell yourself. Explain why your background is a good fit for this firm based on your skills, qualifications, experiences, and your knowledge of the firm’s practice.
5. Follow up with a polite phone call. Follow up 10 days to 2 weeks after sending your application materials to a small firm to remind them of your interest and demonstrate your commitment to pursuing the position. Don’t be a spammer – only follow up when appropriate!

ONLINE SEARCH RESOURCES

You can expand the reach of your job search beyond big firms by researching small and mid-sized firms using online resources. Tailor your searches to fit your geographic preference and practice area preferences. Once you generate lists of firms from your searches, look up each firm using Google or another search engine to find the firm website or additional information on the firm. You can also target NYU alumni by using the following search resources.

Martindale-Hubbell on LexisNexis Career Library (http://www.lexisnexis.com/lawschool)

Identifying Small and Mid-sized NYC firms with NYU School of Law Connections:

1) Sign on to Lexis Nexis and access Martindale Hubbell http://www.lexisnexis.com/lawschool/
   Click on “Go to Lexis Advance”
   Click on the Research Tab (upper left side), then select Lexis.Com from the pull down menu
   Click on Legal > Reference > Lexis Nexis Digests> Combined Law Directory Listings > Lexis Nexis Listings, All)

2) Enter the following search terms:
   Location (New York) and FIRM-SIZE > (4) and FIRM-SIZE < (76) and PRACTICE(litigation or dispute resolution and corporate or transaction! or contract or finance)and new york university or nyu or n.y.u. pre/3 JD or J.D. or J D or LLB or L L B or LL.B.
3) The results are non NALP firms in NYC between 10 and 75 attorneys with both litigation and transactional practices.

You can alter this search by changing the location (i.e. Washington, CA, etc.) and/or firm size range. Add search terms such as practice area or language skills to further target your search.

**Martindale-Hubbell Online** ([http://www.martindale.com](http://www.martindale.com))

Martindale’s free Internet site allows you to search the extensive database for information on particular firms, their practice areas and names and backgrounds of individual attorneys as well as individual lawyers in the U.S. and abroad. The search format may be easier to navigate for some searches than Martindale through Lexis, though Lexis can create a more in-depth search.

**LAW FIRM LISTINGS**

These websites compile law firm information based on a variety of criteria including practice area, firm size, geography, and other factors.

**The Best Lawyers in America** ([http://www.bestlawyers.com](http://www.bestlawyers.com))

This hard copy directory, published biennially since 1983 and on an annual schedule beginning with the 2006 edition, is compiled through an exhaustive peer-review survey, and lists lawyers from firms of all sizes, representing 30 specialties in all 50 states and Washington, D.C. There is also an online database. Non-subscribers will have access to a limited selection; subscribers can see all of the lawyers listed in a particular city and specialty. In addition, *New York Magazine* periodically has a comprehensive advertising supplement of "The New York Area's Best Lawyers," a guide to lawyers in New York, New Jersey and Connecticut. The corresponding database at [http://nymag.com/bestlawyers](http://nymag.com/bestlawyers) allows searching by state and specialty. It is more extensive than that available to non-subscribers at [www.bestlawyers.com](http://www.bestlawyers.com). Although the directory focuses on individual lawyers, this is an excellent resource for locating firms with specific practice areas.

**International Business Law Consortium** ([http://www.iblc.com](http://www.iblc.com))

IBLC brings together more than 100 independent law firms, tax advisers and business consultancies. Membership is exclusive and aspirants are vetted for impeccable reputation and people- and service-oriented professionalism. The IBLC admits only the most suitable firm in each city.

**International Network of Boutique Law Firms** ([http://www.inblf.com](http://www.inblf.com))

INBLF describes itself as an organization of highly credentialed boutique law firms, each of which has been identified and hand-selected as outstanding in each firm’s respective field. Each member firm practices, and is preeminent, in only one or two specific areas, none of which overlaps with any other member’s area of expertise.

**The Law Firm Alliance** ([http://www.lawfirmalliance.com](http://www.lawfirmalliance.com))

An informal network of 50 mid-sized law firms located around the globe, with the greatest concentration in the United States and Canada.


Annual online guide that includes private attorneys from a wide range of practices; in-house counsel; law professors; judges and neutrals; government attorneys; and public interest lawyers. Site features include: Lawyer Search, Evaluations, Lawyer and Law Firm Profiles, The Lawdragon Guides (Leading Lawyers, Dealmakers, Plaintiffs' Lawyers, New Stars and Practice
Areas, Litigators, and Judges); Featured Legal News, Lawdragon Magazine, and Lawdragon E-Newsletter.

**Mackrell International** ([http://www.mackrell.net](http://www.mackrell.net))
A global network of more than 55 law firms in 32 countries. All members have strong commercial law backgrounds and are experienced in dealing with business and financial problems in their own national or regional jurisdictions.

**State Bar Associations** ([http://www.alllaw.com/legal_organizations/bar_associations_state](http://www.alllaw.com/legal_organizations/bar_associations_state))
Some local and state bar associations have directories of lawyers and law firms in their regional areas, as well as small firm practice groups. This site has links to both state and local bar associations.

**State Capital Global Law Firm Group (SCGLFG)** ([http://www.statecapitallaw.org](http://www.statecapitallaw.org))
An association of independent law firms whose member firms are located in all 50 U.S. state capitals and several commercial cities as well as in many capital cities, business markets and financial centers around the world.

**Super Lawyers** ([http://superlawyers.com](http://superlawyers.com))
Super Lawyers is developed as a resource to assist attorneys and sophisticated consumers in the search for legal counsel, but may be of use to individuals researching firms for career purposes. Super Lawyers identifies the top 5 percent of attorneys in each state, as chosen by their peers and through independent research. It is published in 48 states and also appears in special advertising sections and supplements in leading regional and city publications around the country. Visitors to the Super Lawyers Web site can search for Super Lawyers by name, geographic location, or area of practice (Find a Super Lawyer). Select a state to search a comprehensive database of attorneys in more than 60 practice areas.
SMALL & MIDSIZED NYC FIRMS THAT HAVE HIRED NYU 1Ls/2Ls IN LAST 7 YEARS

*Does not include NALP firms

Allegaert Berger Vogel LLP
Altman Schochet LLP
Arkin Solbakken LLP
Arrufat Gracia PLLC
Borenius LLP
Balestriere, Fariello & Abrams LLP
Bantle & Levy LLP
Bernstein Liebhard LLP
Bernstein Litowitz Berger & Grossmann LLP
Brem Moldovsky, L.L.C
Borenius LLP
Brune & Richard LLP
Chaffetz Lindsey LLP
Clausen Miller PC
Cohen, Frankel & Ruggiero, LLP
Cohen Milstein Sellers & Toll PLLC
Collins, Dobkin & Miller, LLP
Colson & Harris LLP
Constantine Cannon LLP
Crowe Horwath LLP
Cuddy & Feder LLP
Davis & Gilbert LLP
Dunnegan & Scileppi LLC
Eaton & Van Winkle LLP
Eisner & Associates, P.C.
Fensterstock & Partners LLP
Fitzpatrick & Hunt, Tucker, Collier, Pagano, Aubert, LLP
Flemming Zulack Williamson Zauderer LLP
Frankfurt Kurnit Klein & Selz
Gabbard & Kamal LLP
Girard Gibbs LLP
Gladstein, Reif & Meginnis LLP
Goldstein Patent Law
Gottlieb & Gordon
Gottlieb Rackman & Reisman P.C.
Grant, Herrmann, Schwartz & Klinger LLP
Gregory J. Joseph Law Offices LLC
Grunfeld, Desiderio, Lebowitz, Silverman & Klestadt LLP
Hall & Hall LLP
Heidell, Pittoni, Murphy & Bach LLP
Heller, Horowitz & Feit, P.C.
Hoguet Newman Regal & Kenney LLP
Jacobson & Colfins PC
Kauff McGuire & Margolis LLP
Lanier Law Firm
Lankler Siffert & Wohl, LLP
Law Offices of Joel B. Rudin
Law Offices of Kenneth T. Wasserman
Ledy-Gurren Bass & Siff, L.L.P.
Leonard Zack & Associates
Levy Ratner, P.C.
Luskin, Stern & Eisler LLP
Martin & Chioffi LLP
MasurLaw
McLaughlin & Stern LLP
Meltzer, Lippe, Goldstein & Breitstone, LLP
Mendes & Mount, LLP
Meyer, Suozzi, English and Klein, P.C
Milberg LLP
Miller & Wrubel P.C.
Morvillo, Abramowitz, Grand, Iason, Anello & Bohrer, P.C.
Muchnick, Golieb and Golieb, P.C.
Okun, Oddo & Babat P.C.
Ostrolenk Faber LLP
Outten & Golden LLP
Peter R. Ginsberg Law LLC
Putney, Twombly Hall & Hirson LLP
Reese Richman LLP
Richard L Yellen & Associates, LLP
Richardson & Patel LLP
Robert E. Michael & Associates PLLC
Rottenberg Lipman Rich, P.C.
Samuel Goldman & Associates
Sanford Heisler LLP
Schlam Stone & Dolan LLP
Siegel Teitelbaum & Evans, LLP
Sloss Eckhouse Law
Richards Kibbe & Orbe LLP
Vladeck Waldman Elias & Engelhard PC
Ward & Zinna, LLC.
Weg & Myers PC
Whatley Drake & Kallas LLC
White Fleischner & Fino LLP
Wuersch & Gering LLP
Zeichner Ellman & Krause LLP
Zeller IP Group PLLC
NY Offices with NO NYU 2L Summers in 2015

1. Akerman
2. Baker & Hostetler LLP
3. Baker Botts LLP
4. Bickel & Brewer
5. Blank Rome LLP
6. Boies, Schiller & Flexner LLP
7. Brown Rudnick LLP
8. Bryan Cave LLP
9. Carter Ledyard & Milburn LLP
10. Cooper & Dunham LLP - IP ONLY/Specific Background REQUIRED
11. Crowell & Moring LLP
12. Duval & Stachenfeld LLP
13. Epstein Becker & Green, PC
14. Fish & Richardson PC - IP ONLY/Specific Background REQUIRED
15. Fitzpatrick, Cella, Harper & Scinto - IP ONLY/Specific Background REQUIRED
16. Fox Rothschild LLP
17. Haynes and Boone, LLP
18. Kasowitz Benson Torres & Friedman LLP
19. Katten Muchin Rosenman LLP
20. Kelley Drye & Warren LLP
21. Kenyon & Kenyon LLP - IP ONLY/Specific Background REQUIRED
22. McKool Smith, PC
23. Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, PC
24. Olshan Frome Wolosky LLP
25. Orrick, Herrington & Sutcliffe LLP
26. Perkins Coie LLP
27. Roberts & Holland LLP - Tax ONLY
28. Schiff Hardin LLP
29. Troutman Sanders LLP
30. Vedder, Price, Kaufman & Kammholz, PC
31. Venable LLP
32. Vinson & Elkins LLP
33. Wilson Sonsini Goodrich & Rosati