

THE CCS BUZZ

Your weekly guide to what is important to your career and professional development

Week of September 15, 2008

How Do I Perfect My Cover Letter? 9/17 12pm, HOL 345



A well-written cover letter can be the difference between an offer to interview and a rejection letter. How are yours standing out among the competition? Join Career Services to learn about the do's and don'ts of writing an excellent cover letter including what information to highlight, what to leave out, and how to gain control over the application process. We will see you there!

From Application to Exam 9/18 11am, Bailey Courtroom

Everything you want to know about the Florida Bar Exam.

Come enjoy pizza and gain invaluable information next Thursday, September 18th at 11:00 in Bailey Courtroom. Dean Calvert Hanson will speak about the Bar Exam Application Conversion Process and Karen Hundley, Fl Director, BarBri Bar Review and Phil Sandon, Florida Bar Exam Tutor & Consultant will help you understanding the contents of and preparation for the Florida Bar Exam.



PIZZA provided by BarBri!!!

CCS Student Advisory Committee

Do you want to share your ideas about Career Services? Apply to serve on the Career Services Student Advisory Committee.

The Career Services Advisory Committee was created to share ideas about ways that the Center for Career Services can best assist students in meeting their career goals. The committee also explores ways for Career Services to partner with individual student organizations to provide complementary programming, guest speakers and to combine resources to provide greater benefits to all. If you are interested in serving on this committee, please email your resume along with a one to two paragraph expression of your interest by September 29th to career2@law.ufl.edu



FOCUS ON SHIPS

Fellowships • Internships • Clerkships • Scholarships

- * The 2009 Equal Justice Works fellowship application is now available at info.equaljusticeworks.org/fellowships. **Hard copy documents must be received by September 16th**. The **deadline** for submission of the application, which is done online, is:
5 pm EDT on September 16th

- * Foley & Lardner created a minority scholarship in 1998 to raise diversity awareness related issues in the legal profession. Foley awards \$5,000 to a 1L minority law student at 8 selected law schools. Consideration is given to students with significant involvement in community activities, undergraduate records, & interest in &/or ties to a city in which Foley & Lardner practices. Financial need is NOT a consideration. Recipients strongly considered by Recruiting Committee. www.foley.com/minorityscholarships
DEADLINE, October 1

- * The Pittsburgh Foundation and K&L Gates LLP are proud to offer the K&L Gates Public Interest Fellowship Program. The fellowship was established in September 1999 to offer law students the opportunity to assist public service organizations located in Pittsburgh, Pennsylvania. Each summer, the program awards up to three successful candidates a fellowship that enables them to spend four weeks of their summer working at one of four designated public interest organizations. For more information visit:
www.klgates.com/careers/publicservice/fellowship
Pick up an application in Career Services
DEADLINE, October 3

- * Applications now being accepted for a Public Service Fellowship given by the ABA Taxation Section to address the need for tax legal assistance & foster an interest in tax-related public service. Open to recent JD & LLM graduates as well as judicial clerks who commit to working in a tax-related public interest organization for 2 years. For more information & how to apply visit:

www.abanet.org/tax/awards/publicservice

DEADLINE, October 12



FOCUS ON SHIPS II

The Environmental Protection Agency New England Honors Attorney Fellowship is designed for 3Ls or those completing a judicial clerkship. Applicants must have a strong interest in a career in environmental law or in the public sector and academic credentials, experience, or other attributes that demonstrate a significant potential for success. The EPA is dedicated to protecting public health and the environment in New England. The Region offers new attorneys significant responsibility, the opportunity to handle a complex caseload that includes counseling and enforcement work, and extensive training and mentoring from colleagues with regionally and nationally recognized expertise. Salary and comprehensive benefits will be at the GS-11 level (starting at \$58,986) or at the GS-12 level (starting at \$70,699).

For more information & how to apply, visit

www.epa.gov/region1/attorney.

DEADLINE, October 10

The Robert Bosch Foundation Fellowship offers 20 American professionals an in-depth understanding of the political, economic and cultural environment of Germany and Europe through a 9 month professional development fellowship program. The program provides two high-level work placements in major German institutions, three seminars across Europe with key decision-makers, and a generous monthly stipend. Intensive German language training is available as needed in the U.S. and Germany. Visit: www.cdsintl.org/fromusa/bosch.htm for more info. **DEADLINE, October 15**

OCI UPDATE

Interviewing this Fall? Did you know that NALP provides guidance to help you with the offer and acceptance process? For example: *Employers offering positions for the following summer to candidates not previously employed by them should leave those offers open for at least 45 days following the date of the offer letter or until December 30, whichever comes first. Offers made after December 15 for the following summer should remain open for at least two weeks after the date of the offer letter.*

See www.nalp.org/content/index.php?pid=16#part5 for the full text.

Although Career Services reports announcements of opportunities and events that may state a preference for a specified religion, gender, sexual orientation, race, nationality, ethnicity, disability or other category, it is UF Law CCS's policy that any interested UF Law student is eligible to submit credentials for consideration and may participate in the events.

NY JOB OPPORTUNITY

The United States Court of Appeals, Second Circuit seeks Staff Attorneys. These positions are in New York, NY. Salary: \$60,840. The Staff Attorneys' Office serves the Court at large. Principal tasks include analyzing and researching legal issues and drafting bench memoranda for all pro se and counseled substantive motions heard by panels of three judges, as well as for all appeals in which at least 1 party is proceeding pro se. The appeals raise issues in such areas as habeas corpus, civil procedure, constitutional law, employment discrimination, social security, criminal law, sentencing guidelines, civil rights, prisoners' rights, immigration and commercial law. Staff Attorneys also perform other legal and administrative functions. This position is for a 2-year term, with the possibility of yearly renewal up to a maximum 5-year term. (To begin August 2009 - August 2011). Qualifications: JD required. Applicants must have excellent academic credentials and possess superior analytical, research, and writing skills. Prior federal and appellate experience is preferred, including externships. To be considered for the position, submit a cover letter, resume, law school transcript, and 3 references to the United States Court of Appeals, Second Circuit at sao_applications@ca2.uscourts.gov. Please include reference #FY08-28 on the cover letter.

Application deadline: October 10, 2008.

CCS AVAILABILITY

Hours of Operation: M-F 8am-5pm

Walk-Ins: Have a quick question? Pop in M-Th 8:30am-3pm

Appointments: Ask at the front desk or email careers@law.ufl.edu

IM: Fridays, 9am-5pm for Yahoo, Hotmail, AOL
Screen name: UFLAWCAREERS

Blog: Check out the NEW and CONTINUALLY UPDATED place to find your important career planning info: uflawccs.blogspot.com

