



Career Development Office

School of Law

UNIVERSITY OF GEORGIA



1 L CAREER TOOL KIT

2021-2022

Also available in CDO E-Learning Commons

Welcome to the University of Georgia School of Law!

The mission of the Career Development Office (CDO) is to provide you with tools you need to maximize your marketability and success in today's competitive legal job market.

CDO works individually with each student to design and execute a personalized career development plan. Here are a few things to keep in mind as we begin working together:

- CDO presents Professional Development programs and career training events to help you understand the legal profession and hiring, and to connect you to alumni, special guests, and employers.
- CDO staff is a great resource for charting your career path. The office provides myriad services including strategizing for a job search, refining resumes and cover letters, improving interview skills and expanding and leveraging your personal and professional network. This is only a small sampling of the services the office provides.
- CDO makes resources available to you via Law Dawg Dash and UGA's E-Learning Commons. One of your earliest career training sessions will help you navigate these resources.
- The Career Resource Center (in room 127 near the vending area) provides a career resource library and handouts, as well as snacks. Students are welcome any time!

Take advantage of all of the CDO resources and services early and often to make the most of your law school experience. We look forward to working with you. The CDO helps all law students with their career planning and professional development needs. We help students develop and expand the skills needed to obtain externships and employment during the summer, the school year and after graduation. Additionally, we help students develop a strategy designed to reach long-term career goals. This booklet provides a small sample of the many offerings and resources CDO provides students. We encourage you to explore as many of them as possible!

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FIVE WAYS THE CAREER DEVELOPMENT OFFICE CAN HELP YOU

- 1) **1L Professional Development Sessions:** All 1Ls are expected to attend the 1L professional development training programs. 1Ls are also welcome to attend many targeted career information sessions; visit the website, check Law Dawg Dash, pay attention to e-mail messages, and read the CDO newsletter to stay aware of CDO events and news. The fall schedule is included at the end of this booklet.
- 2) **Career Advisement Sessions:** Individual sessions are by far the most important and most valuable resource the CDO offers. CDO counselors are experienced with creating individualized career strategies for students. Even students with prior work experience will benefit from counseling sessions designed to focus on the nuances of the legal job search.
 - Before the end of fall semester, each 1L will have two individual career advisement sessions: a coaching session to discuss career concerns; and a resume and cover letter review meeting.
- 3) **CDO Online:** CDO primarily utilizes two online platforms to assist you in your job search:
 - E-Learning Commons (<https://uga.view.usg.edu/d2l/home/1166111>), which allows you to join career interest groups, and provides ongoing information to assist you as you develop and meet your career goals;
 - Law Dawg Dash (<https://law-uga.12twenty.com>), which enables you to learn about specific employers, apply for jobs, maintain a file of your personal job search documents, and sign up for career information sessions.

You can enhance your experiences with both of these online resources by creating, and maintaining, a thorough career interest profile.

Additionally, you will want to watch for the CDO Newsletters (delivered to you via email).
- 4) **Headquarters:** The Career Development Office is open 8:00 to 6:00 on weekdays, so stop by and browse our resource library or ask a question. Alternatively, feel free to grab a popcorn snack or just re-charge on the couch. The better we know you the better able we are to recommend you to employers. Become a CDO regular so you can better develop relationships with us and other students.

MEET THE CDO TEAM

CDO Location: 1st Floor, Hirsch Hall

CDO Resource Room and Conference Room: Room 127

General CDO email: cdo@uga.edu

Office phone: 706-542-7541

Web: <http://www.law.uga.edu/career-development>



Tony Waller, Assistant Dean for Career Development

twaller@uga.edu | 706-542-5163 | Room 107

Anthony E. “Tony” Waller joined the University of Georgia School of Law in 2015 as the Career Development Office’s public interest and government employment specialist. He is responsible for advising students and alumni on public interest and governmental employment, as well as ensuring employers in those practices have access to Georgia Law students.

Prior to coming to Georgia Law, Waller was the chief executive officer and executive director of Children First, a non-profit organization in Athens, where he successfully developed a year-end campaign that raised over \$10,000, developed and adopted a three-year strategic framework with his board and represented the organization by speaking to civic groups and social service organizations in the community. He also served as the assistant dean for career planning and professional development at the University of Illinois College of Law, where he built and maintained relationships with alumni, employers, local and university community members and other stakeholders to develop employment opportunities for students and alumni. He has also previously served as the associate director of career services at Georgia Law.

Waller is actively involved in the National Association of Law Placement, having served as a member of the Board of Directors, as vice chair of the Nominating Committee and the Conference Planning Committee, as well as a member of the Technology Resource Group and the By-Law Review Committee. He is currently chair of the JD Advisors Section. He is also active in the community, serving on the Colham Ferry Elementary School and Oconee County Middle School PTO boards, as well as the Oconee County Superintendent Parents Council.

Waller earned his bachelor’s degree cum laude in agricultural economics and his law degree from UGA.

“Working to help make the dreams of UGA Law students happen is my jam. After 13 years doing this, it remains a huge thrill seeing a student walk up with a smile to tell me they got that position.”



Kristin Strunk Lowry, Associate Director, Small Firm & J.D. Advantage Career Advisor
Counselor for Section Y
klowry@uga.edu | 706-542-5154 | Room 105

Kristin Strunk Lowry joined the law school as an assistant director of career services in July of 2012 and became an associate director in April 2013. She is responsible for providing individualized career counseling to students at all levels of law school, as well as alumni; engaging in employer outreach and the promotion of the school and its graduates in markets in the Southeast and beyond; organizing and promoting the law school's participation in off-campus interview programs; and advising students on J.D. Advantage opportunities and opportunities in small firms.

Previously, Ms. Lowry practiced as an associate at Hatcher, Stubbs, Land, Hollis, & Rothschild in Columbus, GA, handling litigation matters, principally in the area of medical malpractice defense. She also clerked for Judge H. Patrick Haggard of the Georgia Superior Court for the Western Judicial Circuit.

Ms. Lowry earned her undergraduate degree in international business with highest honors from Auburn University and her law degree from the University of Georgia School of Law.

"I want students to feel comfortable coming to my office to drop by and chat about anything from career aspirations to adjusting to law school life. Law school is tough, and I want my students to know that I'm in their corner."



Laura E. Woodson, Associate Director, Judicial Clerkship Advisor

Counselor for Section X
lwoodson@uga.edu | 706-542-4832 | Room 106

Laura E. Woodson joined Georgia Law in 2014 as an associate director of career development. She is responsible for promoting, advising and preparing students to apply for post-graduate judicial clerkships; outreach to state and federal judges participating in part-time externship programs and the Atlanta semester in practice; engaging in employer outreach and the promotion of the school and its graduates in markets in the Southeast and beyond; and providing general career counseling and guidance to students. While she has primary responsibility for clerkships, she works closely with and advises all students in taking ownership of their career paths and improving their job searches and networking skills, without regard to their practice area interests or employer types.

Prior to coming back to her law school alma mater, Ms. Woodson practiced bankruptcy and insolvency law in Atlanta for 24 years. She focused primarily on corporate bankruptcy and financial reorganization, representing business debtors, trustees, official bankruptcy committees and creditors over the course of her career. She worked in both the government and private sectors, including several years with the United States Trustee Program (within the Department of Justice) and at large and small firms in the Atlanta area, including Smith, Gambrell & Russell and most recently Scroggins & Williamson. She also worked for approximately 18 months as a legal recruiter.

Ms. Woodson earned her bachelor's degree from the University of the South in Sewanee, Tennessee and her law degree from the University of Georgia School of Law, where she was a Notes Editor for the Georgia Law Review.

“I use what might be characterized as a no-nonsense approach to help our students rise to the expectations of the legal community and, most particularly, judges. I think most students will sense quickly that this approach arises from my deep dedication to helping our students achieve their goals and advance in their careers.”



Ebony Mobley, Employer Relations Manager

EBONY.MOBLEY@uga.edu | 706-542-4361 | Room 108

Ebony Mobley began serving as the University of Georgia School of Law's employer relations manager in 2018. In this Career Development Office position, she cultivates relationships with and between employers, the law school and law students to maximize student employment outcomes. This includes assisting with judicial clerkship and public sector employment strategies, increasing the law school's visibility with these employers and training students to create successful application materials. She also manages off-campus interview programs and employer-related data.

Previously, Mobley worked as a program coordinator at the Emory University School of Law Center for Public Service, where she specialized in judicial clerkships and public interest related employment. She was also a recruitment administrator for The Ohio State University Moritz College of Law managing on- and off-campus interview programs and providing career counseling.

Mobley earned her bachelor's degree in strategic communication from The Ohio State University and her master's degree in management from Ohio Dominican University.

She is a member of professional organizations such as the Georgia Appleseed Young Professionals Council, the National Association for Law Placement, the Atlanta Bar Association and The Ohio State University Alumni Association.

“By creating new opportunities with prospective employers and strengthening existing networks, my goal is to maintain positive professional relationships for the benefit of our law students. Whether you are interested in public sector or private sector work, there are countless ways to imbed public service into your legal career. My passion for public service is built on a foundation rooted in volunteer work and community outreach. I believe that our work reflects who we are! “



Laura M. Roqueta, Student Engagement Coordinator

lauraroqueta@uga.edu | 706-542-9737 | Room 127

Laura M. Roqueta joined the University of Georgia School of Law as its student engagement coordinator in 2018. In this Career Development Office position, she drafts student newsletters, assists with professional development events, and distributes resources and CDO related information.

Previously she worked in advertising and social media in Puerto Rico. At AGS Medical Billing, she was a social media coordinator and billing specialist. She also worked for Hip Hop Fashion Boutique as their social media manager and customer service specialist, where she sought to expand the company's online image by overseeing its digital advertising campaigns and managing its Facebook and Instagram accounts.

Laura earned her Bachelor of Arts in public relations and advertising from the Universidad de Puerto Rico in 2017. While studying, she participated in a student exchange program at the Universidad Complutense de Madrid in Spain.

She is fluent in Spanish and English.

"I am excited to be part of the Law School community. You might find me for information on CDO events, interview travel reimbursements, or just to grab some candy and chat. I look forward to meeting you all."



Katie Voyles, Associate Director Career Development

kmvoyles@uga.edu | 706-542-5156 | Room 127

Katie M. Voyles joined the University of Georgia School of Law in 2018 as a journal specialist and, in December 2020, she became its associate director of career development. In this latter role she assists law students with their professional development while cultivating relationships with career advisers and graduates of the law school. Voyles also continues her work with the school's student-edited journals – the *Georgia Law Review*, the *Georgia Journal of International and Comparative Law* and the *Journal of Intellectual Property*.

Prior to coming to UGA, she served as a paralegal for Zaxby's Franchising, where she worked with contracts and vendor management, oversaw the brand crisis communication plan and coordinated crisis management team response. Additionally, she worked as a legal assistant in the Law Office of Rob McNiff.

Voyles earned her bachelor's degree from UGA in 2012 and an associate's degree in paralegal studies in 2015 from Athens Technical College, where she was an honor graduate.

PROFESSIONAL OUTREACH SUPPORT

Exploring the legal profession will be an essential part of both your career planning and your job success. CDO offers a number of ways to support you as you connect with attorneys and gain insights on career paths. A few are outlined below.

BUSINESS CARDS AND NAME BADGES

Each year, the Career Development Office organizes the printing of your first set of law school business cards, and with a law school name badge.

- Business cards are provided through the generous financial support of Jones Day.
- Name badges are provided through the generous financial support of Troutman Sanders.

The business cards are set in a standard approved format, providing for the authorized usage of the University of Georgia School of Law logo.

Name badges provide authorized use of the University of Georgia School of Law logo, and should be used as you attend various law school events throughout your time here.

Watch your email for more information regarding business cards and name badges.

ACTIVITIES AND MEMBERSHIPS

A number of opportunities for professional connections and career exploration are available to you.

Student organizations within the law school community include affinity and practice interest groups, and provide you with the opportunity to network with law students and lawyers. A list of law school student organizations is available here: <http://www.law.uga.edu/georgia-law-student-organizations>

Almost all bar associations offer student memberships free of charge. Smaller bars may host students without the requirement of membership. Information on bar associations can be found here:

<http://www.law.uga.edu/bar-associations>

Three bar associations popular with UGA law school students are:

- The American Bar Association <https://www.americanbar.org/membership/>
- The Georgia Bar Association <https://www.gabar.org/membership/howtojoin/index.cfm>
- The Atlanta Bar Association <http://www.atlantabar.org/?page=443>

Student membership forms for all three of these bar associations are available at Orientation, and in the Career Development Office. You are welcome to drop off your completed student membership application at any time, and we will send it for you.

LINKEDIN GROUP: GEORGIA LAW CAREER RESOURCE PROJECT

The CDO operates a LinkedIn group that provides a platform for law students and Georgia Law graduates to interact. Job announcements and career news pieces are shared on the group pages. To join, send a request from your LinkedIn profile to the Georgia Law Career Resource Project (<https://www.linkedin.com/groups/4302213>)

LAW DAWG CAREER CONNECT

The Career Development Office supports law students' career outreach activities with "Law Dawg Career Connect."

How does it work?

- Any group of 5 or fewer students can participate in a connection.
- The group selects an organizer, and completes the Law Dawg Career Connect application: <https://portal.law.uga.edu/law-dawg-career-connect> .
- Students will indicate the practice specialty, geographic area and other details, and will list 10 questions or topics they will use to generate conversation.
- Students will indicate blocks of time when they are available to connect.
- Connections can be in-person or via remote video (using the CDO Conference Room).
- Turn in the completed application to Katie Voyles in Room 127, and she will get in touch with the organizer to arrange the connection.

Questions?

Contact Katie Voyles at kmvvoles@uga.edu or at 706-542-5156, or stop by Room 127.

Success is a journey, not a destination. The doing is often more important than the outcome.

- Arthur Ashe

PROFESSIONAL AND CAREER DEVELOPMENT INFORMATION SESSIONS

Throughout each academic year, the Career Development Office offers an array of career support events, including training sessions, guest speakers, networking events and other opportunities.

1L CAREER TRAINING PROGRAMS

Below are the dates and times for the 1L Training Program schedule. All 1Ls are expected to attend each session.

During Orientation:

- Introduction to Career Development
- Professionalism

Fall Semester	Section X (Tues. In Rm. A @ 10:30)	Section Y (Wed. In Rm. B @ 10:30)	Section Z (Thurs. In Rm. F @ 10:30)
1L Counseling Methodology & Career Self-Assessment - Assessment in eLC	8/17/2021	8/18/2021	8/19/2021
Landscape of the Legal Profession: Practice Specialties & Employer Types	8/24/2021	8/25/2021	8/26/2021
Hiring Decision Exercise	8/31/2021	9/1/2021	9/2/2021
Geography and Your Job Search	9/7/2021	9/8/2021	9/9/2021
Creating Your Elevator Speech	9/14/2021	9/15/2021	9/16/2021
Implementing Your Individual Outreach Strategy	9/21/2021	9/22/2021	9/23/2021
Writing Class: Resumes & Cover Letters	9/28/2021	9/29/2021	9/30/2021
The Role of the Profession in Society	10/5/2021	10/6/2021	10/7/2021
Financial Strategy: Understanding the Business of Law Practice	10/12/2021	10/13/2021	10/14/2021
Winter Break: How to prepare for Spring Semester	11/16/2021	11/17/2021	11/18/2021

****This session may be held at a different time***

SPRING SEMESTER	Times and dates TBD, based on spring class schedule
Spring Preview (and How to Handle Grades)	January
Mock Interviews	January

CAREER INFORMATION PROGRAMS

In addition to the foundation 1L Career Training Sessions, each semester there are an array of events offered by the Career Development Office. These are sometimes coordinated with student organizations. Watch your email for announcements about additional programs.

FALL SEMESTER	Date	Time	Location
Government & Public Interest Strategies & Deadlines	8/24/21	Noon	Classroom A
Dual Degree Programs: What, When, How and Why	9/30/2021	Noon	Southerland Courtyard
Equal Justice Works: Learn About the Nation's Leading Public Interest Career Fair	9/8/21	Noon	Classroom A
Career Day: Employer Table Talk and Reception	10/15/21	Afternoon	Southerland Courtyard
Watch your email for additional information sessions on practice specialties and employment types			

EMPLOYER VISITS

The Career Development Office arranges opportunities for 1Ls to visit employers, during each semester and during spring break. Watch your email for employer visit announcements and application instructions.

Some employers (in particular, military lawyers and public interest attorneys) will visit campus and host open information sessions. They offer valuable insights into their practices, and provide application advice. Watch for ongoing announcements, and attend any that interest you.

The Career Development Office also coordinates speed networking and career day events, allowing students the opportunity to meet and gain career insights from practicing attorneys.

Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.

- Albert Schweitzer

INTERVIEW OPPORTUNITIES FOR FIRST-YEAR STUDENTS

There are a number of summer job opportunities for first-year students, and preparation for second-year interviews begins early (spring semester of 1L year). A few of these opportunities are listed below. Watch your email for announcements throughout the year.

EQUAL JUSTICE WORKS CAREER FAIR & CONFERENCE

October 21-23, 2021

Virtual Event

Note: 1Ls may attend conference sessions and table talk with employers. Interested students should attend the information session on September 8.

DIVERSITY SUMMER CLERKSHIP PROGRAMS

December 2021 – February 2022

Atlanta, Nashville, Charlotte and other cities organize interview programs. Watch your email for announcements and application instructions.

ON-CAMPUS INTERVIEWS

Beginning January 2022

Watch your email for announcements and application instructions. It is important that you keep your Law Dawg Dash profile and account updated to expedite your application processes.

GEORGIA PUBLIC SECTOR CAREER FAIR

March 4, 2022

Location TBD

Student applications are due in January. Watch for announcements.

A passionate belief in your business and personal objectives can make all the difference between success and failure. If you aren't proud of what you're doing, why should anybody else be?

- Richard Branson

FIRST-YEAR CAREER DEVELOPMENT CHECKLIST

This timeline has been created to help guide you through your first year of law school. You do not need to “complete” the entire checklist but use it as a reference guide to help determine career related priorities. You can also use this to create your own career related timeline for the year.

AUGUST AND SEPTEMBER

- Attend the 1L Career Training Programs and other professional development training sessions.
- Familiarize yourself with the CDO resources.
- Join bar associations and other professional organizations as a student member.
- Complete your profile in Law Dawg Dash.
- Join career interest groups in eLC.
- Attend the Equal Justice Works information session – and, if you are interested, the career fair and conference.
- Draft a legal resume and cover letter, and have both documents approved by your career advisor.
- Attend your two career advisement sessions.

OCTOBER

- Keep on top of trends in the practice of law by reading legal news. You are able to subscribe to an array of legal news sources via the law library.
- Register, and attend, activities that put you in touch with attorneys, including visits to Atlanta, Career Day at the law school, and other events.
- Gather a group of friends with similar interests, and ask for help meeting a practicing attorney of your choice (using Law Dawg Career Connect).
- Finalize your cover letter and resume, and get them approved, to be ready for summer job applications opening in mid-late fall.

NOVEMBER

- Review the Government Honors and Internship Handbook and prepare your applications for agencies with December deadlines:
<http://arizonahandbooks.com/u/ugalaw> Password: lawdawg
- Apply for fellowships and scholarships.
 - * Application deadlines begin in November for various diversity and public interest related opportunities.

DECEMBER

- Watch for holiday event invitations from law firms and others from all over the country; be sure to RSVP quickly for any you would like to attend.
- To gain a short-term legal experience over break (good experience + resume builder), review job listing resources (Law Dawg Dash, PSJD, others) and conduct individual outreach or follow up.

WINTER BREAK

- Ask friends, family, and employers to introduce you to any attorneys they know.
- Attend local bar association, law firm and other holiday parties.
- Conduct informational interviews in the geographic regions you would like to work.
- Visit a courthouse and sit in on court proceedings. Consider approaching attorneys with questions you have based on what you see.
- Talk with public interest organizations about summer opportunities and begin to consider possible funding sources.
- Make sure your Law Dawg Dash profile is up-to-date and upload a current resume.

JANUARY

- Participate in CDO mock interviews.
- Attend 1L career trainings during spring semester.
- Apply for interviews at the Georgia Public Sector Career Fair, and begin contacting additional state government agencies (attorney general offices and other state departments) and municipal government legal offices (city/county attorney offices, public defenders, prosecutors' offices).
- Submit your resume for summer positions with judges.
- Identify and contact small law firms in areas of interest.
 - * If interested in major cities, do not forget to focus on the employers in the suburbs and surrounding locations
- Make an appointment for a follow up CDO advising session (sometime between Jan. and Mar.)
 - * Discuss progress and what you learned over winter break.
 - * Discuss how first semester grades may affect your summer job search strategy.
- Attend targeted CDO Professional Development workshops that address your career interests
- Review job listings on Law Dawg Dash.
- Review PSJD.com and other sources to determine those public interest employers with paid and volunteer positions.
- Register to attend law firm visits and spring break employer connection activities.
- Begin considering a summer externship for credit.
- Continue informational interviews.

- Speak to 2Ls and 3Ls about their previous summer jobs.

FEBRUARY

- Participate in spring OCI.
- Plan a spring break trip to location of interest.
 - * Participate in PILC Alternative Spring Break for connection and experience building.
 - * Email potential employers and selected law school alumni/ae for informational interviews.
 - * Conduct follow-up phone calls to arrange meeting times.
 - * Consider the CDO spring break “walkaround” events
- Participate in Georgia Public Sector Career Fair interviews and/or table talk.
- Continue working on summer externship opportunities.
- Attend law firm visits, if selected.
- Write judges about summer externship opportunities in judicial chambers.
 - * Be sure to see a career counselor first; judges, as the highest ranking lawyers in the country, have very different expectations of applicants and the contents of their applications

MARCH

- Follow Law Dawg Dash to find summer opportunities that have been posted.
- Continue your summer job search for positions with small and medium sized law firms.
- Start to make arrangements for your summer housing. (Students in many locations around the country look for other students to sub-lease so check university housing boards.)
- Arrange another CDO advising appointment to update job search plans.

SPRING BREAK

- Attend walk-arounds and other CDO events.
- In consultation with your intended host employer, prepare proposal for possible summer funding (typically due after spring break).
- Continue contacting small and medium sized law firms.
- Continue contacting state and local government agencies and non-profits who have not already hired through the Georgia Public Sector Career Fair or posted announcements elsewhere.

APRIL

- Update CDO on job search status - we begin hearing of many last-minute employer needs.
- Continue writing and contacting employers.

- Keep tracking job listings in Law Dawg Dash; many small employers just start thinking of hiring at this time of the year.

MAY

- Keep going!+ Smaller employers just begin to realize that summer is around the corner! It's not uncommon for students to finalize jobs in May!
- Report your job status to CDO
- Participate in the journal write-on competition.

Success is not a destination, but the road that you're on. Being successful means that you're working hard and walking your walk every day. You can only live your dream by working hard towards it. That's living your dream.

- Marlon Wayans