



## Career Services

# Library Resource List

### **Internship Books**

- The Big Green Internship Book – Internships and Summer Jobs for the Environment
- The City and County Attorney Internship Book
- Clinical Education Program Binder
- The Congressional Internship Book
- FedLaw – Legal Internships with Federal Agencies
- Government Honors & Internship Handbook
- Green Law: Legal Internships Protecting the Environment
- The Human Rights Internship Book
- Internships in International Affairs
- Judicial Internship Program Binder
- The Music & Entertainment Industry Internship Guide
- The Sports Internship Book
- Washington, DC Internships in Law and Policy

### **Job Listing Books**

- ABA Law Schools Jobs Newsletters Binders (volumes I-III)
- Fellowships Binder
- Guide to Public Interest Environmental Law Opportunities
- Graduate Job Listings Binder
- Non-Traditional Legal Careers Binder
- Public Interest Jobs Binder
- Student Job Listings Binder
- Yale Law School Fellowship Opportunities Guide

### **Job Fairs/Career Days Binders<sup>1</sup>**

- Entertainment Law Career Day Binder (March)
- Government Careers Information Day Binder (February)
- Intellectual Property Job Fair Binder (November)
- Maximizing Employability Binder (March)
- Minnesota Minority Recruitment Conference Binder (September)
- NBSA Northern California Job Fair Binder (September)
- Orange County Law Firm Practice Day Binder (October)
- Patent Law Interview Program Binder (August)
- Public Interest Career Day Binder (February)
- San Diego Law Firm Practice Day Binder (November)
- San Francisco Intellectual Property Law Association Bay Area Job Fair Binder (August)

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<sup>1</sup> Each binder is available a few months before and after the date of the job fair or career day. The month when the event is usually held is indicated in parentheses.

- Solo Practice Symposium Binder (April)

### **Interviewing, Networking and Etiquette Books<sup>2</sup>** (see page 5 for related video and audio tapes)

- Business Etiquette and Professionalism
- Effective Networking
- The Essential Book of Interviewing (Everything You Need to Know from Both Sides of the Table)
- The First Five Minutes: How to Make a Great First Impression in Any Business Situation
- Is Your "Net" Working?
- It's Who You Know
- Stating Your Case (How To Interview for a Job as a Lawyer)
- Sweaty Palms

### **Books on Resumes, Cover Letters & Writing<sup>3</sup>** (see page 5 for related video and audio tapes)

- Best Resumes for Attorneys
- Cover Letters Binder
- Everything You Need to Know about Cover Letters
- The Federal Resume Guidebook
- Get A Grip On Grammar
- Job Search Letters that Get Results
- Law Dictionary
- Legal Writing Handbook
- Resumes for Law Careers
- Webster's II New College Dictionary
- Young Lawyers Marketing Success Guide

### **Legal Career Books<sup>4</sup>**

- Alternative Careers for Lawyers
- Career Choices for the '90s in Law
- Choosing Small, Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market
- Complete Guide to Contract Lawyering
- The Comprehensive Fellowship Guide – The Ultimate Resource for Law Students and Lawyers
- Dear Sisters, Dear Daughters: Words of Wisdom from Multicultural Women Attorneys Who've Been There and Done That
- From Law School to Law Practice
- Full Disclosure – Do You Really Want to Be a Lawyer?
- Full Disclosure – The New Lawyer's Must Read Career Guide
- Flying Solo – A Guide to Solo Practice
- Going In-House: A Guide for Law Students and Recent Graduates
- Guerrilla Tactics For Getting the Legal Job of Your Dreams
- How to Start and Build a Law Practice
- Jobs & JD's – Employment and Salaries of New Law Graduates (NALP)
- Landing a Non-Traditional Legal Job
- Lawyer's Career Change Handbook
- Lawyers In Transition

<sup>2</sup> Some of these books, and many other career-related books, are available in the Law Library.

<sup>3</sup> Some of these books, and many other career-related books, are available in the Law Library.

<sup>4</sup> Some of these books, and many other career-related books, are available in the Law Library.

- Legal Careers, Choices and Options
- The Lure of the Law
- Options and Obstacles (For Women Lawyers)
- The Private Life of a New South Lawyer
- Proceed With Caution
- Solo Practice and Contract Lawyering Binder
- What Can You Do with a Law Degree?
- What Law School Doesn't Teach You...But you *Really* Need to Know
- Yale Law School Fellowship Application Tips

### **General Career Books<sup>5</sup>**

- Bernard Haldane Associates' Job & Career Building
- Career Choice and Development
- Career Opportunities for Minorities
- Career Planning Today
- Dynamics of Placement
- The Elements of Job Hunting
- Job Search 101
- Job Search Handbook for People with Disabilities
- Job Strategies for People With Disabilities
- The Minority Career Book
- The New Professional
- Over 40 and Looking for Work
- The Promotable Woman
- The Three Boxes of Life
- Using The Internet & The World Wide Web for Job Searching

### **Books on Judicial Clerkships<sup>6</sup>**

- Behind the Bench: The Guide to Judicial Clerkships
- Chambers Handbook for Judges' Law Clerks & Secretaries
- Federal-State Court Directory
- Federal and State Judicial Clerkship Directory Binder
- Guide to State Judicial Clerkship Procedures
- Judicial Clerkships with the New Jersey Judiciary Binder
- Judicial Profiles – Northern California, Volumes I - VI
- Judicial Profiles – Southern California, Volumes I – VII
- Law Clerk Handbook
- NALP State Judicial Clerkship Directory
- State Court Clerks and County Courthouses

### **Periodicals<sup>7</sup>**

- Los Angeles Daily Journal
- National Law Journal
- San Diego Business Journal
- San Diego Daily Transcript

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<sup>7</sup> These periodicals are also available in the Law Library.

## **Legal Directories and Employer Information**<sup>8</sup>

- California DOJ Career Opportunities Binder
- California Directory of Attorneys
- The Daily Transcript Attorney Directory
- Directory of Associations for Women Lawyers
- Directory of Corporate Counsel
- Fall Recruiting Employer Information Binders (2 volumes) – available during the Fall semester
- Federal Legal Employment Opportunities Guide Binder
- Foreign Service Career Opportunities
- Immigration Detainee Defense Initiative Directory
- JAG Career Opportunities
- Markham's Negligence Counsel
- NALP Directory of Legal Employers
- National Directory of Women Corporate Counsel
- National Directory of Women-Owned Law Firms and Women Lawyers
- National Lawyers Guild Referral Directory
- Private Firm Profiles Binders (5 volumes)
- Public Interest Profiles (3 volumes)
- San Diego Business Journal – The Lists
- San Diego Sourcebook
- Spring Recruiting Employer Information Binder – available during the Spring semester

## **Books about Specific Practice Areas**<sup>9</sup>

- Martindale Hubbell Listing of Legal Specialties
- The Official Guide to Legal Specialties

### **Business, Corporate, Litigation, Labor and Employment Law:**

- Business Lawyers Handbook
- Careers in Civil Litigation
- Careers in Labor Law
- Employment Law Annual Report
- Job Opportunities in Business

### **Environmental, Admiralty and Maritime Law:**

- Careers in Admiralty and Maritime Law
- Careers in Natural Resources and Environmental Law
- Conservation Directory - National Wildlife Federation
- Environmental Law Careers Directory
- Yale Law School Environmental Public Interest Law

### **Intellectual Property, Biotech, and Health Law:**

- Biotechnology Industry Guide – Institute for Biotechnology Information
- Job Bank Guide to Computer Companies
- Job Opportunities in Engineering and Technology
- Job Opportunities in Health Care
- Patent Agent's Exam
- San Diego Business Journal – San Diego High-Tech Directory
- San Diego County Bioscience Directory

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- San Diego County Technology Directory

### **International Law:**

- ASIL Careers in International Law
- International Law Career Guide
- Careers in International Law
- International Opportunities Resource Guide
- Public Service and International Law: A Guide to Professional Opportunities in the U.S. & Abroad

### **Government and Public Interest Law:**

- And Justice for All: Fulfilling the Promise of Access to Civil Justice in California
- Federal Careers for Attorneys
- Good Works, A Guide To Social Change
- Lawful Pursuit: Careers in Public Interest Law
- Making a Living While Making a Difference
- Now Hiring - Government Jobs For Lawyers
- The Public Interest Handbook
- Public Interest Job Search Guide
- Public Interest Profiles Binders (3 volumes)
- Public Service and International Law: A Guide to Professional Opportunities in the U.S. & Abroad

### **Sports and Entertainment Law:**

- Careers in Entertainment Law
- Careers in Sports Law
- The Sports Business Directory and Addendum
- Sports Market Place Directory
- The Sport Summit Sports Business Directory

### **Graduate Education Resources<sup>10</sup>**

- ABA Guide to Approved Law Schools
- Directory of Graduate Law Degree Programs
- LLM Programs Binders (3 volumes)
- Law School Admission Council
- National Directory of Law Schools
- Official Guide to MBA Programs

### **Career Development Video & Audio Tapes<sup>11</sup>**

- Cover Letter Writing (8/99)
- Gaining the Competitive Edge w/Business Etiquette Pt. 1 (1989)
- Gaining the Competitive Edge w/Business Etiquette Pt. 2 (1989)
- Image Consult and Beauty Control (4/95)
- Interviewing Advice from the Prosecutors (9/99)
- Interviewing Skills (9/97)
- Interviewing Techniques (2/97)
- Interviewing with Firms (9/01)

<sup>10</sup> Some of these books, and many other career-related books, are available in the Law Library.

<sup>11</sup> Tapes are housed in the Law Library for on-campus use. Contact the circulation desk for further information.

- Interviewing with Private Firms (9/01)
- Interviewing with the Private Sector (9/99)
- Live Mock Interview (9/99)
- Martindale-Hubbell Seminar (9/98)
- Resume Writing (9/97)
- Resume Writing (9/96)
- San Diego County Bar Association (3/99)
- Success After Law School (10/96)
- What Does Business Casual for Women Really Mean? (1997)
- What Does Business Professional for Women Really Mean? (1997)
- What Does Business Casual for Men Really Mean? (1997)
- What Does Business Professional for Men Really Mean? (1997)
- Women In Law Panel Discussion (9/99)
- Women in Law Discussion (3/99)

### **Video and Audio Tapes about Specific Practice Areas**<sup>12</sup>

- Business Law Panel (3/99)
- Careers with the FBI (3/00)
- Civil Rights Law Panel (10/98)
- Estate Planning (3/99)
- Foreign Service (11/02)
- FBI (10/00)
- Family Law Panel (2/99)
- Health Law Panel (10/98)
- How to Become a Judge (2/00)
- Intellectual Property Panel (2/99)
- Public Interest Panel (3/00)
- Real Estate Panel (3/99)

### **Handouts: Tools for Career Development**<sup>13</sup>

- Business Card Design
- Cover Letters & Thank You Letters
- Guide to Areas of Practice, Martindale Hubbell Listing
- Interviewing
- Legal Resumes
- Mail Merge
- Networking
- Semester-by-Semester Timelines for:
  - Full-Time Fall Entering Students
  - Part-Time Fall Entering Students
  - Full-Time Spring Entering Students
  - Part-Time Spring Entering Students
- Writing Samples

### **Handouts: Resources for Job Search and Identifying Employers**

- Alternative Careers
- eAttorney: TJLS Job Listings On-Line, Instructions for Students

<sup>12</sup> Tapes are housed in the Law Library. Stop by the Circulation Desk for information.

<sup>13</sup> These handouts are available in the Career Services office and many are also available on the Career Services page of the intranet.

- Getting Experience While in School, Especially for Part-Time Students
- Internet Resources
- Job Search Guide
- Judicial Clerkships
- Legal Agencies of California
- Legal Agencies of Arizona and Nevada
- San Diego Firms with 11+ Attorneys
- San Diego Firms with 3 - 10 Attorneys
- Solo Practice & Contract Lawyering
- San Diego Corporations
- Orange County Corporations
- Pro Bono Honors Program
- Volunteer Opportunities