

2L Orientation Handbook 2016-17



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If it's all you read, read these four things

This handbook is about you and your needs. We have tried to break it out into sections/topics that are easy to access and that make sense based on our experience, surveys, and what has helped students at other schools. The idea is to give you tools and examples that let you actually do the things we are talking about, not just read about them.

We care about your grades, but we do not care about your grades. It is true that grades matter, that most employers pay attention to them, that they can impact the opportunities you have available now and at graduation. All that said, we DO NOT CARE what your grades are. What we care about is you and your individual success. While you may hear a lot about OCIs and judicial clerkships, the truth is these largely run themselves and get very little attention from us. Our focus is actually on the middle and bottom third of the class, working with them individually and through other programs to help them achieve their ambitions.

We are here to help you personally in whatever way works best for you. If the ideas or tools in this handbook don't make sense to you or this is not the way you prefer to get information, then we are personally asking you to come into the CSO and let us help you directly. Even if you think this is a great tool for you, we want you to come in and see us in person. We love what we do, and helping you is the best part.

The Buck Stops Here. This is one of our guiding principles (and we thank President Truman for letting us use it). It means that if this handbook is confusing or missing something you wish it had, if you feel we're helping others find their path but not helping you, if you see a gap in the programming we put together (like the kinds of legal and nontraditional career areas you want exposure to), or if you sense these kinds of frustrations from your classmates, we want you to come tell us. We want to know, it will not offend us, and it matters. Like I said, we love what we do and we want to do it better.

2L Handbook

Welcome to your 2L year!! When we surveyed the class of 2016 about how the CSO could have better served them, we discovered that many felt they fell in a gap during their 2L year. They were caught between all the attention focused on 1Ls, getting them up and running in a new and challenging experience, and the time spent attending to 3Ls, preparing them to graduate, sit for the bar and launch their careers. This supplement, along with some programs we have planned for the fall, are just part of filling that gap and our commitment to your success.

1L Summer is OVER!! What Now?

Consider the following statements –

1. 1L OCIs were a disaster, 2L OCIs are worse and if anyone says the word “network” my head will explode . . . but I really do want a summer job after my 2L year.
2. The folks at my summer job were nice, but I would rather spend the summer in Death Valley without air-conditioning than spend my life in that practice area.
3. I loved the practice area of my summer gig, but by the second week I found myself scheming how I could build that man-eating shark tank thing from *Despicable Me* under my boss’ desk.
4. Nice people and a cool practice, but my spouse just landed a job as the conductor of the Cleveland Philharmonic (or med school residency in Houston or promotion to their company home office in DC), where I don’t know anyone and am just too tired to think about starting my search all over again.
5. So THAT is what practicing law means, huh. . . I know I saw an ABA article on alternative careers for law school grads somewhere.

We are here as your counsel, we are committed to you and your success, and we actually missed you over the summer, so come by the office. You should also come see us if you think something inappropriate happened over the summer with your employer, even if you can’t quite articulate what or why.

Rock Chalk and we look forward to seeing you soon!

Arturo, Leah & Meredith

Updating Your Resume, Elevator Pitch and Cover Letter

How to describe what you did this summer.

It is likely you just gained your first legal experience. It might even be the first professional experience you have under your belt. It is important to take full advantage of all you did this summer by incorporating it into your resume, your elevator pitch and, maybe, your cover letter.

Below you will find some examples to help you. Here is how this works:

- The stuff inside the quote marks is what you might tell us if we asked you about your summer gig.
- Next is the elevator pitch. It assumes you have already looked them in the eye, given them a solid hand shake, introduced yourself, and asked their name if you don't know it. Keep in mind that your goal is to make a good first impression, find common ground and then make the ask (i.e. learning about them and what they do, asking for their advice, or even setting up a meeting over coffee sometime down the road).
- Finally, we show how you might put the experience into your resume.

Give it a try on your own, and then come in and see us and we can help you refine these skills.

Example 1 – Summer clerk at a private law firm

“This summer I did a lot of research for the attorneys in the firm looking at estate taxes, election funding disclosures and a bunch of issues in a big bankruptcy. Most of the time I would prepare a memo for them, but sometimes they would just want me to tell them what I found or highlight cases. I also prepared an answer to a complaint, drafted part of a motion for reconsideration, and I prepared notebooks and attended a couple of depositions.”

New Elevator Pitch and Resume Section:

“I’d love to know about your litigation practice. I had a great summer with a firm working mostly on commercial litigation and bankruptcy in Overland Park, and it confirmed that it is what I want to do, so any insights would be a huge help.”

XY & Z, L.L.P, Overland Park, KS

Summer 2016

Law Clerk

- Responsible for research and drafting of memoranda on various topics, including numerous commercial bankruptcy issues, estate tax issues and disclosure requirements for campaign advertising.
- Drafted answer and portions of motion for reconsideration.
- Responsible for preparation of materials for depositions and attended same.

Example 2 – Summer clerk at a private law firm

“My firm was pure family law. I helped draft a couple of settlement orders, and that was kind of intense because we kept getting changes from the other side up until we filed it. I also sat in on most of the client meetings, taking notes and listening. After

the client meetings the attorney and I would chat for a few moments about the case. By the end of the summer I was able to start contributing to these chats. I also got to go to court a few times and helped prepare the attorney notebooks for some of those hearings.”

New Elevator Pitch and Resume Section:

“It’s great to meet you. I got to work at DRLaw this summer, working on family law cases, and I really liked it and am planning to take Peck’s family law class in the fall. Leah in career services told me you started your own family law firm, and I was wondering if I could reach out and set up a time to get your advice?”

DRLAW, P.C., Kansas City, MO

Summer 2016

Law Clerk

- Responsible for assisting in negotiating and drafting proposed settlement orders in domestic relations matters, including incorporating and tracking changes to key terms.
- Participated in client meetings, gathering information and then conferring with the attorney on strategy and next steps.
- Prepared attorney notebooks and related materials for various hearings.
- Attended hearing with attorney, assisting with materials and observing procedures.

Example 3 – Summer Clerk with County Attorney

“They had me help on a couple of DUI cases the first week, which was fun because we were in court three times and I got to meet a couple of the judges, but mostly it was negotiating the sentence with the other side. The next week they gave me a research project trying to figure out if the Miranda warning a guy got in one county when they picked him up for felony speeding was effective for the county I was in because we had a warrant out for his arrest for failing to show up for a reckless driving court date. Our sheriff went to bring him from their jail to ours but didn’t give him the warning again. The defense had moved to suppress his confession. I also worked on a couple of juvenile cases involving MIPs, mostly looking at the charges, discussing them with the assistant CA, and then shadowing her and seeing how she resolved them.”

New Elevator Pitch and Resume Section:

“I would love to get to join the US Attorney’s office someday. I had a great summer at the Lawrence County Attorney’s Office and hope to get an offer there or from another prosecutor in the area after graduation. How did you make the move to the AUSA’s Office from where you started out after graduation?”

Douglas County Attorney’s Office, Lawrence, KS

Summer 2016

Summer Clerk

- Researched and drafted extensive memoranda regarding defense motion to suppress based on failure to give second Miranda warning to defendant who was in custody and had been Mirandized in another jurisdiction.
- Assisted attorney with DUI hearings and settlements.
- Assisted attorney in juvenile court, primarily with the terms of diversion involving minor in possession charges.

Example 4 – Summer clerk for judge

“I mostly worked with the full-time clerks, but some with the judge too. I did a lot of research into things like did the court have jurisdiction, a motion to unseal some records and that kind of thing. I also spent a lot of time looking up cases cited in motions where the parties were arguing over what it said. For those I would usually find the case, look it over, talk to one of the clerks about what I thought was going on and then they would either take it and incorporate it into their memo themselves or ask me to draft a memo for the judge. I also drafted most of a bench memo on a fight between two brothers of the sale of a family company. I got to sit in on a bunch of cases, like arraignments and bond revocations, and to watch some direct and cross.”

New Elevator Pitch and Resume Section:

“I applied to your firm for an OCI this fall and am hopeful I get picked. I really liked my summer with Judge Hand; he was brilliant and his clerks were great. Ultimately, I think I am leaning toward more of a transactional practice. Did you always know you wanted to do real estate?”

Chambers of Hon. Learned Hand, Court House, Olathe, KS

Summer 2016

Summer Law Clerk

- Responsible for researching, drafting findings on various issues, including jurisdiction and efforts to unseal documents under a protective order.
- Researched and drafted substantial portions of bench memorandum regarding commercial dispute involving sale of closely held corporation.
- Attended hearings on numerous matters, including criminal arraignments, evidentiary hearings and bond revocations.

Example 5 – Work in-house with corporate law department

“I was with CorpCo in Topeka, in-house. My first project was helping review a lease on a new warehouse space in Texas, and then I worked on some licensing agreements. I spent a big part of the summer helping to review the employee manual and update it. That project had a lot of research on changes to labor laws, drafting memos for the lawyers and then helping edit the manual. I think I might want to do labor and employment, so that was cool. Then a lot of what I did was sit in on meetings with outside counsel, who do their litigation, keeping track of where we were on cases and writing updates for the chief counsel to update the COO and CEO.”

New Elevator Pitch and Resume Section:

“I know your firm is labor law-focused. I got the chance to work at CorpCo this summer, helping research and update their employee manual because of some changes in the regulations. I thought it was really interesting, and so I changed my spring schedule to take Professor Schroder’s employment law class. How did you decide to practice labor law?”

CorpCo, LLP, Topeka, KS
In-House Law Clerk

Summer 2016

- Researched and drafted extensive memoranda as part of review and revision of employee manual, ensuring compliance with applicable federal labor law.
- Researched and drafted memoranda for chief counsel and executive leadership on status of litigation by outside counsel.
- Reviewed various contracts and researched issues related to commercial leases and licensing agreements.

Example 6 – Work with public interest organization

“At PublicGood we focused on challenging how kids in grade and high school can be restrained. So for now you can lock a kid in a closet or tape them to a chair, and it is up to the teacher to choose how to restrain a student. So I and another summer clerk worked on a survey of laws in the US for four weeks. We did a memo for that, with a compendium of laws, regulation on seminal cases. The lawyer in charge of that and the executive director thought we did a great job, and then we helped draft some proposed legislation with one of the state senator’s offices that they said they are introducing in the fall. I also researched some disability cases involving students and what the school is required to do for them and helped write an article that they want to publish in the KBA Journal.”

New Elevator Pitch and Resume Section:

“I had the opportunity to help draft some legislation dealing with how schools can restrain students. I really liked working with the legislative staff and am hoping to find an opening either with the legislature or with a non-profit doing policy work. When you graduated, did you know you wanted to do policy work and how did you get on the senator’s staff?”

PublicGood, LLP, Kansas City, KS
Summer Clerk

Summer 2016

- Researched and drafted 50-state survey regarding restraint of primary and secondary school students, including key statutes, regulations and cases.
- Assisted in drafting proposed legislation for changes to Kansas laws regarding restraint of primary and secondary school students, all in conjunction with state senator’s staff.
- Researched and assisted in drafting article regarding schools and scope of services and assistance they are required to give students under federal and Kansas law, to be published in the *KBA Journal*.

Example 7 – Work in banking trust department

“I was at ABC Bank in KC. They have a big trust department, so almost everything I did was with them. Part of it was legal research, looking at some tax law changes. Part of it was helping update how they report customers, making sure they meet regulations and best practices, but also to make it easier to use because the old for-

mat was kind of ugly and hard to understand. I also helped work on some trusts, but I don't have DLT for Trusts until the spring, so at first it was just a lot of learning about revocable, and irrevocable, and spendthrift and other trusts. My accounting degree helped, though, and they were really nice and took the time to explain stuff to me so that by the end I think I was contributing in this stuff."

New Elevator Pitch and Resume Section:

"I decided to spend last summer in the trust department at ABC Bank. I did my undergrad in accounting and know I want to do tax or estate planning work, and I am also thinking I might do an LLM in tax. Could I email you next week and set up a time to talk? It would be great to learn how you succeeded in your practice."

ABC Bank, Trust Department, Lee's Summit, Kansas City, MO

Summer 2016

Summer Clerk

- Researched and drafted memoranda on implication of 2015 federal tax law changes on trust distributions.
- Assisted in creation of revised quarterly reports for clients, ensuring compliance with updated federal and state laws and regulations, and making the information easier to consume.
- Assisted in drafting and revising trust instruments for clients, including revocable and spendthrift trusts.

Example 8 – Work as extern with legislative research department

"I was at the Kansas Legislative Research Department. So some of what they had me do was research issues raised by legislators because they don't have staff that can help them. It was kind of all over the place. I did agriculture subsidies, local sales taxes, cigarette and liquor store zoning, and some other stuff. We also took proposed legislation and worked on reconciling it with existing laws so that they didn't conflict."

New Elevator Pitch and Resume Section:

"I am really interested in policy work, especially from the lobbying side. I know you do a lot in Topeka representing companies at the legislature, and would love any advice, and learning how you broke in. My summer at the Legislative Research Department was great, and I learned a lot about the process of legislation, but I know that is not at all the same as what you do."

Kansas Legislative Research Department, Topeka, KS

Summer 2016

In-House Law Clerk

- Researched and drafted extensive memoranda as part of review and revision of employee manual, ensuring compliance with applicable federal labor law.
- Researched and drafted memoranda for chief counsel and executive leadership on status of litigation by outside counsel.
- Reviewed various contracts and researched issues related to commercial leases and licensing agreements.

Example 9 – Work as extern with federal agency

“I externed for credit with the US Attorney’s Office in KCK. I worked on a few projects. The one that was the biggest was helping on a Medicaid fraud case. The doctor had billed like \$6 million in bogus claims over five years. For that one I helped prepare the trial notebooks for the AUSA handling the trial. I also did some research on motions filed by the defense and I got to go to the trial and sit at the table. I wrote a memo on the Supreme Court ruling last year on suppression of evidence, seeing how courts were applying the law. I also helped the civil side in a case where a property owner was suing because a contractor on a federal building drove their crane across the landscaping in front of their building, so I got to help with a deposition.”

New Elevator Pitch and Resume Section:

“After my summer with the US Attorney, I know I really want to be a prosecutor. I know you joined the Johnson County DA when you graduated two years ago. Would you have time to speak this week or next? Any advice on interviewing for next summer and what it is like working there now would be a huge help.”

United States Attorney’s Office, District of Kansas, Kansas City, KS Summer 2016 Summer Extern

- Assisted in researching issues and preparing materials for Medicaid fraud trial, including preparation of trial notebooks, researching issues raised in defense motions and attending trial.
- Researched and drafted memorandum on suppression cases nationally following US Supreme Court ruling in *Smith v. State of New Jersey*, 591 U.S. 134, 2015.
- Assisted in civil matter involving trespass and destruction of property claims against government, including helping prepare for and attending depositions.

What if I only took classes this summer?

Classes are, for many folks, the best choice. Maybe you are trying to get out early. Maybe you wanted to lift your GPA and focus on being a student. Your resume will not change much, as there is not much more to add. However, you do want to make sure your cover letter is in great shape. You want to make the case for why they ought to hire you, which means demonstrating passion and skill.

While you probably will not speak to taking summer classes directly on your resume (although in some cases you might), you will definitely need to be ready to address it in the interview. You want to be ready to tell them why you decided to focus on academics and how that is part of a plan for your success (and ultimately theirs). The point is to make taking classes a win in their minds, not something they think you did because you were apathetic about your job search or because there is some other issue with you as a potential employee. Because there are so many variations on how to speak to this issue depending on your individual situation, you should come in and see us in the CSO. As an example, you might say:

“Instead of taking a job, I decided to focus on academics this summer. Law school was a big transition from working for the past several years, and I thought it made sense to get a jump on classes and lift my grades. However, I will be enrolled in the defender project this fall and am on the list to take the expert witness skills course with Professor Mulligan over winter break. I am really excited about both, especially the exposure they will give me to real-world situations.”

We can talk through all of this and help you develop talking points that will strengthen you and your choices.

How can I leverage the experience I got to do something totally different?

In most cases, this is far less of an issue than you imagine. Employers know that most law students do not know what they want to do when they start school, or that they are going to change their mind at some point. The resume format we use is so focused on functional skills that it normally works well in all but the most unusual of circumstances. If, for example, you were in a litigation position doing medical malpractice but now want to do commercial litigation, the “litigation” skills you developed are entirely transferable between the two. If you want to move from litigation to a transactional practice, that is less related, but even there the resume is unlikely to change much if at all. Where you might make some edits is emphasizing a project that had a more “business” bent versus, say, a torts focus. If you think a more specialized resume may benefit you, go for it, but be careful to make sure that it is formatted perfectly and that you always select the right one when applying.

Your cover letter, however, may change a great deal, because that’s where you tell the story of “why.” Why the change, why this new area, why the experience you had applies, why you are the perfect candidate...and so on. Try drafting up a new cover letter, remembering to:

1. Keep it under one page
2. Tell a story, don’t list facts
3. Avoid saying things like “I am a hard worker” or “I am a good team player.” Instead, let the subtext of the story you tell do that for you, and

4. Be authentic

I suggest you take a couple hours, no more, and get the draft of your new cover letter onto a page, not worrying about how long it is or what it says: just write it. Put the letter in a desk and then pull it out the next day and spend one hour editing. After that, STOP and come in to see us and we will help you get to a final draft quickly.

If you are worried about what to say about your 1L summer in the letter, you might not say anything, focusing instead on your passion for this new area of law you want to pursue. If you do find it makes sense to mention it, then maybe it is in passing, saying something like:

“I have always known I wanted a practice focused on commercial law. In my time at U-Haul I dealt with a wide array of commercial real estate and equipment leases, purchases and financing issues. I found the work to be compelling, especially working with counsel to finalize agreements worth millions. This past summer I had the opportunity to look at commercial law from the perspective of a litigator with Wiggins, Terranova & Thompson in Overland Park. While I learned a great deal about how to assist a client when a deal falls apart, the experience confirmed that my passion is on the transactional side, negotiating and structuring deals like I did at U-Haul, and helping clients prosper in business.”

I had a lousy 1L summer, how do I sell it as a win?

After all the time and effort of landing a summer gig, it can be incredibly frustrating to have it turn out to be a bad experience. There are ways to still sell that to a potential employer as a win, by focusing on what you learned, not what happened. Before we get there, however, you should take a moment to assess the experience, decide if any action is needed as a result of the experience, and then develop your strategy to make a bad experience into an asset.

The first thing is to take a moment to think about what happened and see what lessons you can take away. Maybe it is knowing the kind of firm you never want to join, or the kind of person you want to work for. Maybe it is a better way to manage assignments so that your expectations and those of a partner are better aligned. Whatever the case, taking a few moments to think about what you can take away is time well spent.

Next, if you think something you experienced was genuinely inappropriate, you should also consider telling us in the CSO. We can help you assess next steps and maybe protect future classes from a similar experience. Likewise, if you made a mistake or had a bad relationship with someone, and just could not seem to turn the corner, this is another place we can offer guidance and support. We have faced an array of complex and delicate issues, and had great success in helping students navigate a path that was as beneficial to them as possible.

The Resume, Cover Letter and Interviews After a Hard Summer

How do you sell a bad summer experience as a win in your resume? In the resume you focus on the transferable-functional skills you used or developed, just like we did in the examples earlier in this document. Even if there were issues at your firm, it should not undo those skills you developed and demonstrated over the summer.

In the cover letter, focus on the thing you want to do, not on the experience you had over the summer. For many folks the letter will not change because the motivation for what you want to do has not changed. If it has changed, because of the summer

experience or for other reasons, then you focus on what you aspire toward. The great thing about the cover letter is that you control the content and the message it conveys.

In terms of answering questions about your summer, like “how it went” or “why aren’t you returning there for your second summer,” the answers can be as varied as the situations. The key is to use positive language, being neutral in your descriptions of the experience while also demonstrating your success and ability to overcome a challenge. Below are a couple of examples, but because this can be such a delicate line to walk, please make a point of coming to see us so we can help you develop and hone your specific approach.

Example Situation:

“The firm I was with was great during the interview but once there it was a mess. Two partners had just left with a big book, so work was slow. The person I interviewed with was totally distracted and so no one really managed me or the other summer clerk. I got work, but no real feedback until one partner called me in over a memo. She was really frustrated because it was off topic, and while I can see how she was right, if there had been some guidance, then the whole issue could have been avoided and I would have given her what she wanted, not what I mistakenly thought she was asking for.”

The question from a new firm:

“How was your summer at your 1L firm?”

Response:

“I got to work on a wide array of projects, drafting some parts of larger motions, a couple of discovery requests and also researched some memos. I learned a huge amount, not just about law, but about practice and how to meet different partners’ needs.”

The question from a new firm:

“Why aren’t you returning there next summer?”

Response Option 1:

“I really liked the practice areas and the work, but I think I want a firm that has a broader set of practices.”

Response Option 2:

“I really liked the practice areas and the work, but I also know I want an environment where I have a chance to interact with clients and get into court without waiting seven years.”

Response Option 3:

“I really liked the litigation part, but I found I was not interested in medical malpractice, and really want to focus more on commercial litigation.”

Do I need a specialized resume for each kind of employer?

Maybe.

While you may be tempted to tweak your resume into specialized versions, it also increases the likelihood of a typo or of sending an old version. Your typical law school resume ought to work for 95% of law openings. Potential exceptions are highly specialized practices, like intellectual property, where you may want to spend more time on your technical background. In some cases, having one version for the IP jobs and another for everything else might make sense. If you think you're a candidate for specialized resumes, come in and see us and we can help you think it through.

One case where you definitely want to create a specialized resume is if you are applying for a federal job. If it is just a summer gig, like externing with the US Attorney or EPA, this is not you. But if you are actually applying for a post-graduate job, like being an ERISA Investigator with the Department of Labor or a FOIA Reviewer with the Department of Immigration and Naturalization, you need a long-form resume. A long-form resume covers your entire work history, in much more detail, and is tailored to the position you are applying for. The reason you do this for federal jobs is that your pay grade is based on the sum total of all your experience. Leaving stuff out now may start you at a lower rank, either now or when you graduate and join full-time, and once you are hired it is very hard to leapfrog levels. Also, because there are so many applicants for federal jobs, the first pass at culling through applications is often done by a computer that scores your application based on how closely it matches the terms and requirements of the job posting. Come see us and we can help you look at the job posting you are applying for and see how you might set up your resume. It is also good to remember that these federal job postings are often up for just three or four days, so you need to look often and apply quickly!

What can I do to bolster my resume?

If you think your resume is lacking, there are tons of ways to add some real weight to it. Consider the following short list of options:

RA Jobs – Faculty hire research assistants all the time, and they're not just in the top 25%. If you see a posting from a professor you know and whose area of research is of interest, apply. If you don't see a posting, you still might go ask the professor, because maybe they have the funds to hire someone and just haven't posted yet, and now they will have you in mind. The great thing is not just being able to put this on the resume, but if you do a good job, you will probably be able to have that faculty member be a recommender. We cannot tell you the number of students who have landed jobs because a professor got to know them, and even if the student's grades were not at the top of the class, they could speak to their character and the quality of their work.

Publish for a Bar Organization – Bar organizations, like the Kansas Bar Association, Federal Bar Association and others, are always looking for articles. Maybe it's profiling a judge, maybe it's about the change to a rule, or maybe it's about your experience in law school. In any case, it gets you exposure to the bar organization, a great line for the resume and your name out in front of all the members. You can even look at co-authoring with a fellow student or faculty member. If you want to give this a shot, look in the bar magazines and see who the contact is, and just give them a call. You should also check Symplicity, as we will post calls for submissions.

Volunteer Opportunities – Your membership in bar organizations is normally free or heavily discounted. In either case, the point of being a member is not so much about putting that on your

resume, but leveraging that membership into networking and exposure. Make a point of volunteering to help on projects even when they don't ask. Checking in attendees at a bar gala, setting up for a CLE, and licking envelopes for a mail campaign are the kinds of volunteer involvement that get noticed.

Leadership Opportunities - You should also look for leadership opportunities. Both student orgs on campus and bar orgs off-campus look for members to take on leadership roles. Maybe it's treasurer of Women in Law here in Green Hall or a committee with the Young Lawyers section of the local bar. In all cases you will get experience, exposure, and expand your network.

What experiences do I drop or streamline so I can stay on one page?

Congrats on having real and relevant experience to add to the resume! Now the question is what to do about the stuff that leaked over to a second page. For starters, a one-page resume is not an arbitrary choice. Most attorneys we know who make hiring decisions think that longer resumes are red flags, indicating the inability to be brief but clear. You also have to assume that they might never realize there is a second page or that it gets lost. If that happens, then have they missed something important? There are exceptions to this rule when applying for positions like federal jobs or some judicial clerkships, and if that is you, come see us.

Below are 5 "Dos" and "Don'ts" to get you started, but if you bring in a copy of the resume we can help you look at a multitude of other ways to keep the resume at one page (and make it look great)!

Dos . . .

1. Get rid of old and irrelevant jobs. This is a job that you had on your 1L resume that has only limited relevance to a law firm. For example, you might drop that job bagging groceries or hosting at a restaurant in high school.
2. Get rid of blank lines. If you are hitting the return key twice as a way to put space between sections and subsections, there is a better way. First, get rid of the extra spaces. Next, go into the paragraph settings in Word and add in smaller spaces by putting in a 0.6 space using the "Space Before" and "Space After" commands. This gets most people four or five lines back.
3. Be concise. Like everything else you write, go back and make sure your bullets are clear, crisp and efficient. This is especially true for those bullets where just one or two words push into a second line.
4. Consolidate jobs where it makes sense. Maybe you worked as a waiter at three restaurants in undergrad. That is great experience and shows you at least paid part of your way through school. But instead of listing each one separately, you might combine all three into one heading. Maybe the heading is now Various Restaurants, the position is Assistant Manager/Waiter, and then the first bullet says "Responsible for overseeing front-of-house staff as manager at Applebee's," and then a lower bullet might say "Wait-staff at Olive Garden and Axiom restaurants, working multiple shifts and training new hires."

5. Consolidate experiences where it makes sense. Instead of using a separate bullet for every memo, pleading and motion you worked on, cluster them. Try saying “Researched and drafted memoranda on various topics, including adverse possession, changes to retainer rules and zoning for group homes” or “Drafted answer, portion of motion for summary judgment, motion to dismiss and request for admission.” If you did a bunch of motions, for example, but there was one really big one you want to emphasize, then you can still give that its own bullet, for example, “Major project involved multimillion-dollar products liability case, drafting key legal and fact sections of motion for summary judgment of same, as well as performing attendant research.”

Don'ts . . .

1. Never get below an 11-point font. Hiring lawyers tend to be older and their eyes are probably nowhere near as good as yours. So, depending on the font you're using, keep it at a readable 11- or 12-point size.
2. Don't get rid of the personal interests/community involvement section. You would be amazed how these sections can make all the difference. They can take an interview that was going to be the longest 20 minutes of your life and make it into the best interview ever. In fact, we think the best interviews are often the ones where you never even got to a discussion about classes, grades or what you worked on last summer, and instead talked about spending holidays building homes for the poor, training for a half marathon during a Kansas summer, or how you were the state grocery-bagging champion in 2003.
3. Avoid more when less will do. Sometimes you'll have four bullet points, and the last one is something like “Observed hearings and trials” whereas the other three are more substantive. If that's the case, you can drop this last bullet point. It is likely the least impressive bullet point, and many interviewers will assume that if you did a bunch of motions and similar work, your summer employer took you to watch them in court.
4. Don't lose the white space. Hold your resume (or cover letter, even) out at arm's length. Does it look like a document that someone can scan quickly or like a page out of an experimental stream-of-consciousness novel? White space is critical for readability, and readability matters to lawyers, so make sure your margins are at least 1 inch on all sides.
5. Don't forget to double-check everything. Make sure the resume is perfect. Check to make sure the font is the same, the point size is the same, the bullets are all the same, the margins all line up, each section is formatted the same as every other section, the bullets either all have a period at the end or do not have a period at the end, the names are all spelled correctly and you didn't type a word like “form” when you meant to type “from.”

Networking

How to Network

Stop thinking about networking as “selling yourself” and start thinking about it as “making friends in the professional world.” Lawyers lead full lives outside of their practice areas, and usually they are social, community-minded folks involved in plenty of activities in which you can also be involved. You might bond over a common interest in cooking, scuba diving, travel, needlepoint, sports (does anyone out there like basketball??) or a myriad of other activities and interests. Think of it this way: when you’re networking at an event, you’ll probably spend about 10% of your time talking about the practice of law and 90% talking about outside interests and experiences (both theirs and yours). Don’t be intimidated, you’re a natural at being you!

10 Ice Breakers When You Meet Someone

1. I don’t believe we’ve met, but I wanted to introduce myself...
2. What do you enjoy most about what you do?
3. I’d love to hear about the coolest project/case you’ve worked on this year.
4. Is this what you thought you’d be doing when you first decided to go to law school?
5. What’s the most challenging part of your job?
6. How did you choose this area of law?
7. What do you like to do outside of work in your free time?
8. Are you from this area originally or did you move here for law school/when you joined the firm?
9. Did you start out in this area of practice?
10. Why did you decide to go to law school?

Networking Opportunities

Every time you are out you are networking, but there are also lots of dedicated opportunities each semester. Here are just five examples to take advantage of:

1. Offer to help set up at a CLE and you’ll be coming into contact with the expert presenters and the attending practitioners.
2. Attend CLE’s, which you can sometimes do for free or very little just by asking for a student rate.
3. Attend bar events, which often offer free or discounted admission, especially if you volunteer to work the door or spearhead promotion to students.
4. Firm holiday parties (often announced on Symplicity) are ideal ways to meet firm leaders.
5. Create your own event by tapping into resources like the CSO’s Road to Success Program, where you pick the practice or industry, get a group of three to five students to agree to attend, and we find the partner and set up the meeting at their offices, maybe over lunch.

The Kevin Bacon List

If you remember back to 1L year, we talked about the “Kevin Bacon” list. This is a riff on the old “Six Degrees of Kevin Bacon” game, where any actor in any film, ever, can be linked to Kevin Bacon in six steps or less. The point is that the world is a whole lot smaller and more connected than we think. Putting together a Kevin Bacon List is really powerful, even though it can seem so simple, but to get the benefit you have to actually fill it in because it is way too much info to take in, much less keep track of, in your head. Here is the process and an example in Excel.



Who I Know	What They Do	Who I Want To Know	What They Do	Notes
Saturnina Milbrandt	Lawyer Firm 1	Norah Stormont	AUSA	Member of FBA for KSMO
Chris Armentrout	Lawyer Firm 2	Elmer Godin	AUSA	Speaking at KCMB on 20th
Roxanne Dezutti	Deliver Driver UPS	Joette Haslem	Fed Judge	KU Alum, class of 82
Scarlett Junge	Pilot SWA	Otella Detwiler	AG for Colorado	Need name/contact info
Neomi Whitham	Coffee Roaster Roasterie	Alphonso Shemwell	AG for Kansas	KU Alum, class of 97
Birdie Ralls	Engineer EPA	Fletcher Colligan	Assoc at Firm 2	KU Law 2013, Labor Law
Von Fancher	Lawyer IRS	Sheridan Hinerman	Partner at Firm 2	Notre Dame Alum 86, Uncle of Pok Ovitt, Labor Law
Antoine Huntsberry	Graphic Designer	Marcellus Eck	Partner at Firm 4	KU Law 94, Commercial Lit
Pok Ovitt	Grad Student KU	Sindy Shedd	Ethics Expert	KU Law 1980, Adjunct Faculty KU
Kai Charity	Grade School Teacher	Joye Flinchum	Justice KS Sup	KU Law 83, Sam Kerit is her clerk
Celia Willoughby	Business Owner		Partner Firm	ERISA
Nita Polston	Army			
Richie Carron	Army			
Randi Mcelveen	Lawyer Firm 3			
Hal Schoenrock	Professor KU			
Cynthia Goris	Travel Writer			
Willia Devin	Dentist			
Betsy Saunder	Film Maker			
Oliver Eyre	Accountant			
Kathline Trexler	Technical Writer, Garmin			

1. Make a list with five columns, labeled “Who I Know,” “What They Do and Where,” “Who I Want to Know,” “What They Do” and “Notes.” You can use whatever program you like, but we prefer Excel because you can sort it or add other columns later.
2. In the first column, “Who I Know,” list out everyone you know. This means that person from fifth grade who you friended on Facebook, even if you maybe send them one message a year.
3. In the second column, list out their job title and location. Shorthand is fine here, like Lawyer/Kansas or Teacher/NYC.
4. In the third column, make a list of who you aspire to know. An actual person, like the head of a practice group at a firm, is best, but even a title is fine if you don’t know a person’s name.
5. In the fourth column, list out what the folks who you want to know do.
6. The fifth column is just for you to keep notes as you find info or learn something.

Now the trick is to think about the people in column one, which will grow as you meet more people, and the people in column three, and think about how they might be connected. Look for patterns, shared interests and so on. In this example, the student

knows someone at a firm where there are both a partner and an associate the student wants to know. The student also knows a grad student at KU whose uncle is a partner at a firm that she wants to know.

Even if you don't see the connections now, getting it down on paper will put you in a position to recognize connections as they emerge. When a friend mentions a name or firm or event, you will have a context for it and how it ties to others. Eventually you will start to find ways to connect with the folks in column three, and move them into column one.

Kevin Bacon Factoids

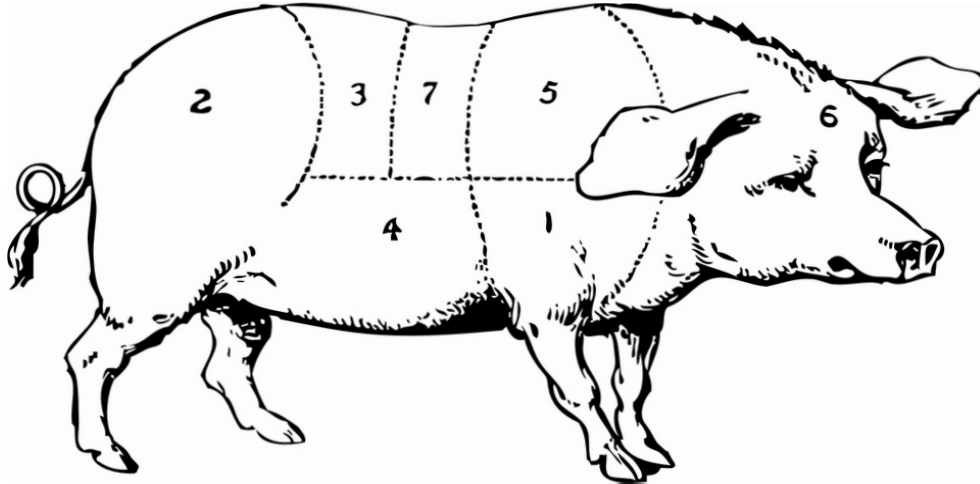
Well, if we are going to name the list after him, we ought to know something about him...

The Oracle of Bacon is a site dedicated to identifying the links between Kevin Bacon and all others, check it out at <https://oracleofbacon.org/>.

Apparently Kevin Bacon was "horrified" by the game at first, but has now embraced it, see <http://www.cnn.com/2014/03/08/tech/web/kevin-bacon-six-degrees-sxsw/>.

Kevin Bacon's credits include *Animal House* (1978), *Diner* (1982), *Footloose* (1984), *Tremors* (1990), *A Few Good Men* (1992), *Apollo 13* (1995), *Frost/Nixon* (2008), and *X-Men: First Class* (2011).

Bacon was born in Philly, where his mom taught elementary school and his dad was an architect. He was one of six siblings, and one brother, Michael, is a member of the eponymously named band The Bacon Brothers along with Kevin (see <http://www.baconbros.com/>).



CSO-Sponsored Programs to Apply for Today!!

We can help you take the “People I Want to Know” in your Kevin Bacon list and move them into the first column through both the Road to Success Program and Jumpstart Networking Program. Look at the applications included at the end of this handbook. They are great ways to connect with someone who does what you want to do and who may have had some similar experiences in school.

Dealing with grades that were not what you hoped.

Recognize the Challenge, Then Work the Problem

There is a managing partner at a prestigious Seattle-based firm that I have met with. What is interesting is that the firm this alum now runs rejected him when he interviewed there after graduation because they thought his grades were too weak. He discovered, as have many others, that once you have practiced for a few years, no one cares what your grades were. They care about the work you have done in practice. The key is to be resilient, knowing that the grades may affect your choices now and at graduation, but they do not dictate your career and the options you will have as you gain experience and build a reputation.

For starters, don't hide from your grades. You don't need to share them with your classmates, but you want to tap into the resources the school has to offer from academic support to the CSO and beyond.

Academics – Succeeding in law school as a 2L!

The first step is thinking about what did and didn't work in your 1L year and then changing your approach in a way that incorporates new strategies while improving on the ones you keep. The old cliché is true; success in law school is really about "working smarter" and not just "working harder." For example, some people find being part of a study group helps to drive them to study longer and in a more focused way. For others, study aids can make all the difference, from commercial outlines to study guides, and from flash cards to hornbooks. In all cases, a little expert advice and guidance at the start can make all the difference.

The place to start? Professor Betsy Six runs the Law School's Academic Resource Center and she is our resident expert on how you become a stronger law student academically. If you are struggling with classes, unsure of which study technique you should try, puzzled why you did well in one exam but not another, or can't figure out why you bombed the exam you were sure you were going to ace, then she is the perfect person to go and see. Professor Six has a wealth of advice and tools to assist you, and she is also really smart and really nice. Send her an email at bsix@ku.edu and let her help you put together a strategy for success.

Here are just a couple of the great ideas from the Academic Resource Center to get things rolling. Additional information is available on the law school's Academic Resources Blackboard Site, which can be found by logging into Blackboard at <https://courseware.ku.edu>.

Idea #1 - Review one of your old exams

A grade alone is very poor feedback. It doesn't tell you about your strengths and weaknesses, what you need to change, and what you should continue doing. The only way to get real feedback on what you did is to meet with your professors. If you are worried they don't want to see you because you did not do well, nothing could be less true. Your faculty are here because they love teaching and want you to succeed. Helping you improve how you do on exams isn't just a chance for them to teach you, but they also know it can help turn around your outlook after a frustrating semester.

What you ask when you go to speak to a professor can make your time reviewing the exam with a professor much more useful. Rather than focusing on the specific sub-

stance of the exam, focus on understanding how well you did on the skills needed on any law school exam. Listed below are 9 questions you can ask your professor (or yourself) when reviewing your performance on an essay exam:

1. Did I sometimes answer different questions than the one(s) posed?
2. Did I spot all the issues and sub-issues?
3. Did I fully and clearly explain the relevant rules and only the relevant rules (as opposed to irrelevant ones), using the key words and phrases of the rules?
4. Did I identify the relevant facts (or explain why facts were irrelevant)?
5. Did I apply the rule to the facts and explain why the facts led to my conclusion (did I explain how the facts + the rule = my conclusion)?
6. Did I apply all the parts of the rule(s)?
7. Did I include relevant counter-analysis where appropriate?
8. Did I reach conclusions?
9. Did I organize my answers in a way that made them easy to follow?

Similar questions for multiple-choice exams can be found on the Academic Resources Blackboard site.

Idea #2: Mulligan's five tips for law school success

1. **Prepare for class like a 2L** – Even if your professor doesn't use the lightning bolt method, come to class prepared and ready to learn. When you are preparing for class and taking notes in class, don't lose the forest for the trees. Prepare for class with an eye toward preparing for the exam.
2. **Attend class, mentally as well as physically** - Take class notes in a way that will help you prepare your outline and ultimately help you on the exam. Write down the specific words and phrases from the reading that your professor uses and emphasizes in class. If the professor talks about a hypothetical, take notes: You want to answer the hypothetical on the exam in the way your professor answers them in class.
3. **Read a third source for clarity** – Use supplements to ensure you understand the concepts discussed in class and how they fit together.
4. **Outline early and condense** – People often wait to begin their outlines too late in the semester. Then there isn't time to finish the outline, not to mention practice writing exam answers. Start outlining once you've completed a topic and make it part of your weekly study routine. When one-third of the semester is over, you should have completed one-third of your outlines.
5. **Practice exam taking . . . in writing . . . under time constraints** – Practice makes perfect. Studies show one of the most effective ways to learn something is to take a test, even when you aren't prepared. Do practice questions to see what you don't know and it will be easier to learn it.

Careers – Finding a great gig, no matter your grades and beyond OCI.

Like we said above, grades may affect where you start your career, but they do not decide where you finish. So while improving your grades matters, you also need to embrace where you are academically and put a plan together for what to do next. If this seems like a huge question, it is—but it is also one that is probably a lot easier to work through than you imagine. The first thing is to come see us in the CSO so we can set a time to meet and figure out where you are and where you want to go. You should also look at the Developing a Career Strategy section below, where we walk you through a step-by-step approach to developing a plan.

While some firms, especially the bigger ones, may limit applicants to the top 25% of the class, they do not represent a majority of OCI employers. It's also essential to remember that only 10% to 15% of all jobs come through OCI, meaning that 85% to 90% of jobs are found in some other way. So apply for OCIs, but don't stop there. Now is the time to take advantage of all the other ways to find the position you really want. Best of all, the time you spend exploring options and meeting people helps build the network of connections you need for success, no matter where you ultimately launch your career.

Remember,
85% to 90% of
jobs don't come
through OCI.

5 Reasons to Visit the CSO TODAY!

1. **Time is your friend, until it's not.** You need to get started in your search now. What you may think of as waiting a week or two, we think of as losing a week or two. We know the end of the school year, much less graduation, seems incredibly far way, but it is not. While we want you to focus on classes and studying, we also want you to come see us today. And while sooner is WAY better, if you suddenly realize it's May and you don't have a plan for summer and never came to see us, we are not mad at you and will not hold it against you, I promise!
2. **You don't need to know the right question, much less the answer.** Lots of students don't come into the CSO or go to see their faculty because they don't know what to ask, how to express what they are feeling, or they feel their question is too small or silly. If this is you, then you MUST come in and see us. Turns out that Arturo and Leah have a lot of experience and training, including knowing a lot of the questions worth asking and how to help you figure out the ones you didn't even know you wanted to ask yourself.
3. **Experience eclipses grades quickly.** Remember the story about our alum who's now the managing partner of the same firm that rejected him when he applied to work there after school? You would be surprised how many alumni have told us the same tale of their career success. We're not saying it's easy, but if you are serious and committed to a particular career you can make it happen. We may be looking for a side door instead of the front door, charting a path that takes you in another direction now but that you can bend back toward the gig you had always envisioned.
4. **Don't ignore the opportunity you never knew you wanted.** In other words, while you want to focus your efforts, be willing to be surprised by a gig that at first glance seems totally wrong, not what you wanted and in an industry you know nothing about. It might turn out that your thinking is driven by never having been exposed to that kind of career option.
5. **What you think you want and what you really want may be totally different things.** The majority of your classmates going to large firms will not be there five years after graduation. Most will leave because they want a better work/life balance, they see they can charge their clients less and make more money by joining a small firm, they decide to go in-house or they decide to apply what they have learned in a whole new way beyond traditional law practice.

Developing a Career Strategy Customized for You

Personal and Professional Interests – What you want to do and why!

Maybe you always knew what you wanted to do after law school. Maybe you had no idea when you came to Green Hall for the first day of classes. In either case, there is a really good chance that you have changed your mind. The start of your second year is a good time to pause for a moment and think about what you have learned, what motivates you and where you want to go. Whatever brought you to law school, no matter your grades and regardless of what you want to do, there is probably a way to get there. The route may just be a little less direct than you imagined.

Below are some tools to help you think this through, plus Arturo and Leah, along with the rest of the staff and faculty, are here to help.

1. Take five minutes and picture yourself 20 years from now, in the heart of your career. Don't worry about the job title yet, just picture your typical day and what you do and ask a few broad questions like: What are you wearing at work? Do you see yourself in an airport or hotel most of the time, or commuting from home to an office? Do you office from home? What time does your day start and end, or does it? Do you see yourself spending your off hours with your colleagues from the office, with your family, or maybe playing in a band?
2. Okay, with that image in your mind, let's think about what motivates you. Remember, there are no right or wrong answers, so trust yourself. Look at the list and rank them by saying, "The most important thing to me is..."
 - a. **Geography** – the community or region I will live in. If this is a priority, can you identify the specific place, like KC or Dodge City or San Francisco? If it is not that specific, then is there a region, like the Midwest or the Rockies?
 - b. **Work/Life Balance** – a balance between my time spent working and my personal time with friends or family. If this is a priority, then think about what that balance looks like. How many hours a week do you see spending working versus doing the other things that matter to you, like coaching your kid's soccer team, playing competitive tennis or learning tai chi?
 - c. **Career Field** – the field that I practice/work within. If this is your priority, what is the the law practice or other career field that drives you? Maybe it's commercial litigation or prosecution, maybe it's M&A or tax. Maybe it is sports management, business consulting, politics or international relations.
 - d. **Cause** – serving the cause I believe in. If this is your priority, what is that cause? The way to distinguish this from Career Field is that if you are Cause-oriented, the actual title/role you play is secondary to the mission. Maybe you are committed to a needy population, like the homeless or veterans. Maybe your calling is in the arts or healthcare for the poor. In any case, the Cause is more important than your title, and you are as content to serve the Cause by becoming an executive director or policy researcher as by practicing law in the traditional sense.
 - e. **Culture** – the organizational culture I work in and how I interact with colleagues. Do you envision working on your own or collaborating with others? Do you like having autonomy or are you the kind of person that needs a clear set of directives coming from a well-established hierarchy? Is your ideal environment a little more raucous or do you prefer a

quieter office? Understanding the environment and social structure of your ideal working environment will help you identify a culture that enables you to succeed professionally and personally.

- Now you need to order the priorities. The key here is to make a choice about which is first, then second, then third and so on. Think hard about the ranking but trust your gut. Once you know your priorities, it makes the rest of your planning a whole lot easier. You should also keep in mind that just because one priority is ranked higher than another, it doesn't mean you ignore the lower one. Instead, think of this as a framework you can use to answer the more specific questions about what to do now, where to invest your time and efforts this fall, this year, and beyond.

The Plan – Making and executing a plan to get you where you want to be!

Time to take all this thinking and turn it into a plan you can act on. The first step is probably setting up a meeting with Arturo or Leah, if you haven't already. They can help you work through the strategy development part, putting together the plan and then executing it.

Now take a look at your priorities. What did you rank first? Write it down below. Underneath, you want to make a list that defines what that priority means for you.

For example, if your first priority is Geography and your second is Career Field, your list might look like this:

Priority 1 – Geography

1. KC Metro
2. Lawrence
3. Topeka

Priority 2 – Career Field

1. Labor Law
2. Commercial Lit
3. General Lit
4. Insurance Defense
5. Family Law

Career Development Strategy Worksheet

Priorities

1. Geography
2. Work/Life Balance
3. Career Field
4. Cause
5. Culture

Priority Lists

Priority 1

1. Geography
2. KC Metro
3. Lawrence
4. Topeka
5. —
6. —
7. —
8. —
9. —
10. —

Priority 2

1. Career Field
2. Labor Law
3. Commercial Lit
4. General Lit
5. Insurance Defense
6. Family Law
7. —
8. —
9. —
10. —

Networking Contact List

#	Who I want to Contact	What They Do	Notes
1	Ben Cardona, Partner	L.L. Master of Ple	655-1234, ben@llm.com
2	Lilly Clinton, Partner	L.L. Master of Ple	655-1234, lilly@llm.com
3	Elaine Mann, M.D.	Alma has 20 years exp	655-1234, elaine@llm.com
4			
5			

Now we know where to look, and what to look for: attorneys in Kansas City who practice labor law. You can refine that further adding your analysis of the other priority areas, and even adding in new ones. The point is to rank them so you know what you want to focus on first.

Ok, here is the hard part. You need to look in Kansas City for firms with labor law practices and the lawyers who are in those practices, listing out the first 10 of those lawyers you want to meet. When you are thinking about who makes the list, look at big and small firms, boutiques and shops with a general practice that includes labor law. Don't

avoid someone because you think their firm would not consider you, but don't ignore smaller or less well-known firms. Also, while the senior partner in charge may be a good choice, there may be a good reason to meet with the third-year associate instead. Pick the one you think you can connect with and who has the greatest value over time.

No matter how you order your priorities, the same basic process applies. It will help you get a clear picture of what you want and what matters to you most. This will let you focus on executing your plan in the most efficient and effective way possible. Also, this does not mean you ignore things that come your way unexpectedly. If there is an opportunity that you see come available that you think might be of interest, you can use this framework to consider it and decide if you want to go after it.

Executing the Plan – Translating your plan into action.

Ok, we are almost there!! Put the top 10 list into a spreadsheet so you can track your progress, the employer's name, contact info, address, date contacted, date followed up and any notes.

Now you send a letter asking for an informational interview (think a meeting over coffee or lunch) to #1 and #2 on this list, along with your resume. The letter is basically the same one we did when you were a 1L, with three paragraphs. All that has changed is that you are asking for an informational interview, not a job, and in the last paragraph you are promising to call them in a week to follow up. There is an example to the right of this page.

In a week, as you promised, you're going to call the folks you sent letters to the week before with the goal of setting up a meeting over coffee in or near their office. Then you add two new names to the list, and send letters to #3 and #4. Then you repeat the process each week. Even if you took ten weeks off for vacation and finals, you will have still managed to reach out to more than 80 people—an amazing result for a very small commitment of time and effort.

When you meet with them, ask about them, what they do, how they got there, why they chose their firm or practice area or industry, or what they wish they had known on day one that would have helped them. If you meet them at their office, make sure you thank them and are incredibly polite to the staff, including the receptionist. If you are in their personal office, look around and see what it might say about them, what mementos they have and where it might indicate a common interest or something worth asking about. And after the meeting, be it on the phone or in person, send them a brief thank-you note.

Even if you ultimately find your job in some other way, you have established a network of some of the top folks who do what you want to do, some of whom will doubtless become important mentors and contacts in practice. Put simply, you have already made the kinds of connections most third- and fourth-year lawyers are still struggling to put together.

1535 West 15th Street
Lawrence, KS 66045
785-864-9257
arturot@ku.edu

December 2, 2011

Ms. Emily Ginsberg
Office of the Missouri State Public Defender
120 S. 5th Street, 2nd Floor
St. Joseph, MO 64501

Dear Ms. Ginsberg:

Defending the accused from the extraordinary power of the state is the passion that drew me to law school. I hope that I can have a career such as yours, with more than 20 years as a public defender. It is for this reason I write to ask if we could meet so that I can learn from your experience as I prepare for my 2L summer and beyond.

Serving in the judicial clinic with Judge Riley this past summer afforded me an incredible view into the court and the experience of those charged with a crime. Even with prosecutors acting in good faith and seeking a result they believed just, the defense was incredibly disadvantaged in terms of the resources they could call upon to protect their clients. While this disparity should be rectified, those caught in the criminal justice system cannot wait, and it is my singular ambition to represent these least advantaged among us.

Thank you for your time and consideration. I know how busy you must be, but I am certain the chance to meet with you would be invaluable. Please do not hesitate to contact me with any questions for considerations at arturot@ku.edu or 785-864-9257. I look forward to speaking with you soon and I will call in a week to confirm you have received this letter and to see if we might schedule a time to meet.

Sincerely,



Arturo A. Thompson
2L, KU Law

CSO-Sponsored Programs to Apply for Today!!

We can help you start turning your networking plan into a reality with the Road to Success Program and Jumpstart Networking Program. Look at the applications included at the end of this handbook. They are great ways to connect with someone who does what you want to do and who may have had some similar experiences in school.

A Final Bit of Advice and a Distraction

Still feeling way too stressed to deal with any of these issues? Breathe. No joke, if you pause and just spend a few moments being self-aware, I bet you'll find that you're not really considering one thing before engaging the next, offering too little attention to either. So, stop. Plant your feet on the floor and breathe in deeply three times.

KU Law Wordsearch

What's the point of law school without a competition? Apart from the clues below, there are four faculty names (one of which is a nickname) hidden in the puzzle. Find all the clues, sign the top and hand this in by September 15, and if your name is selected from the completed entries, Leah and Arturo will take you to lunch at 715.

NAME: _____

Wordsearch Key

NINE HOUR FINAL

CIVIL PROCEDURE

CON LAW

CASEBOOK

CAVEAT EMPTOR

MENS RAE

LEARNED HAND

MOOT COURT

NO MORE PIZZA

ROLLING BOULDER

DONT CALL ON ME

TREATISE

SERIAL SETS

BLUE BOOK

TORTS

OFFER

ACCEPTANCE

CONSIDERATION

CAUSE OF ACTION

PUB NIGHT

DEFENSE

H	Y	N	R	H	C	Z	A	X	Z	B	E	E	X	U	O	A	Z	I	J	S	H	R	O	V	N	K	A	F	
A	N	Y	O	C	R	S	D	H	W	A	A	Y	G	P	J	C	W	P	F	F	T	O	E	E	Z	U	C	E	Z
Y	G	K	M	B	A	Y	E	I	D	T	R	C	J	T	O	R	T	S	P	H	T	P	T	W	U	I	D	B	W
N	E	C	O	O	A	V	K	Q	D	O	N	T	C	A	L	L	O	N	M	E	M	Y	Z	F	F	K	F	L	R
L	E	U	R	P	W	V	E	Y	W	N	X	T	M	E	X	M	A	E	S	O	A	G	T	E	T	C	X	M	I
M	B	E	E	E	Z	G	T	A	T	I	I	Y	S	J	P	G	F	J	P	T	W	L	M	K	L	H	K	P	T
U	Z	X	P	N	M	G	S	U	T	N	K	P	P	I	V	T	O	F	N	A	A	L	H	W	R	O	N	S	V
H	R	S	I	M	O	N	C	H	E	E	J	A	K	K	Z	K	A	Q	U	I	E	T	F	L	O	O	R	J	F
M	J	R	Z	E	O	Q	J	I	U	H	M	P	P	E	P	E	X	N	N	C	Y	P	U	B	N	B	X	C	R
X	U	F	Z	M	T	V	X	N	K	O	U	P	Y	G	P	O	W	S	C	H	B	H	E	T	X	S	N	O	V
D	D	J	A	O	C	P	I	E	K	U	L	V	T	F	L	Z	O	I	Q	E	W	S	W	I	E	A	D	N	E
I	G	B	F	H	O	Z	Q	S	Q	R	L	O	Z	O	S	M	E	N	S	R	A	E	Q	Y	G	S	N	S	X
J	E	Y	W	J	U	D	W	Z	I	F	I	Q	H	X	R	Q	L	S	I	C	B	C	L	U	C	W	N	I	O
D	Y	C	U	D	R	K	L	F	W	I	G	E	J	E	X	R	K	K	Y	P	L	N	N	A	F	E	I	D	Z
B	E	V	I	X	T	S	E	E	K	N	A	U	S	J	Z	O	G	J	X	B	M	M	G	Q	F	N	I	E	W
J	L	Y	P	V	P	A	Y	Q	H	A	N	I	R	P	W	L	U	L	I	I	D	Y	U	E	U	X	A	R	B
R	N	U	M	K	I	G	A	C	R	L	T	E	A	D	B	L	X	D	E	W	H	M	D	T	F	I	H	A	M
R	S	C	E	W	Z	L	H	K	X	A	K	S	I	J	I	I	N	G	O	A	D	O	Q	J	I	G	D	T	Z
G	G	Q	Y	B	O	B	P	W	E	E	H	U	C	H	H	N	E	A	E	A	R	O	G	S	K	E	U	I	V
E	C	D	A	P	O	N	D	R	E	Y	X	B	T	C	D	G	Q	M	H	X	T	N	E	B	M	R	Y	O	L
E	Z	Z	G	E	P	O	T	B	O	K	Q	Z	C	T	T	B	A	L	O	P	N	O	E	R	Z	T	M	N	Q
A	Y	E	L	W	O	L	K	R	G	C	E	Q	H	N	O	O	M	L	L	P	D	P	I	D	R	Z	T	A	T
G	D	R	I	S	D	P	A	U	G	D	E	F	P	G	J	U	S	T	I	C	E	F	Z	O	H	W	B	Z	O
R	Y	D	T	P	Y	P	U	I	G	X	W	D	I	J	W	L	R	O	A	A	F	K	R	O	A	A	O	S	R
H	O	N	O	R	A	B	L	E	N	W	P	K	U	I	U	D	N	C	Y	A	I	F	O	L	F	Z	N	L	R
R	J	S	E	R	I	A	L	S	E	T	S	A	F	R	H	E	R	X	H	K	S	L	N	L	O	F	Q	D	A
G	Z	G	G	O	Y	E	B	V	U	S	I	Z	Z	N	E	R	U	V	I	Z	K	O	E	A	Z	E	E	K	N
R	X	C	W	I	J	S	S	R	Y	I	Z	F	C	A	U	S	E	O	F	A	C	T	I	O	N	W	X	R	C
A	P	E	V	C	W	F	N	E	R	M	A	I	F	X	E	P	U	B	N	I	G	H	T	Y	Z	W	A	V	E
L	T	L	U	R	O	K	R	Q	B	H	W	G	E	O	E	N	D	P	X	E	L	B	X	O	O	G	G	G	K

Road to Success Program Application

Applications must include the following:

1. A brief statement of purpose that answers the following questions:
2. What practice area/discipline you are interested in
3. Why this area interests your group
4. What your group hopes to gain from this experience
5. A list of at least 10 questions or 10 topics that you would like to discuss
6. A list of all students that would attend and their emails and phone numbers, NOT to exceed five students - this is non-negotiable
7. At least three dates with 3-hour blocks that work for all students listed on the proposal (students should not miss class to attend a trip)

Date: ____/____/____

Name of Applicants

Organizer Name:

Email:

Phone:

Name:

Email:

Name:

Email:

Name:

Email:

Name:

Email:

(See next page)

Road to Success Program Application (page 2)

Practice Area/Discipline:

Why are you interested in this area?

What do you hope to gain from this experience?

Questions

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Date and Times Available (3 hour blocks):

- 1.
- 2.
- 3.

Jumpstart Networking Application

Landing the right gig can be challenging, but a great way to jumpstart that process is to join an alum of the school for happy hour—on us! If you don't have a gig for your 2L summer, fill out this form and drop it off with Meredith in the CSO. We will select small groups of students to attend happy hour events at Johnny's North with times to be announced. You won't know who you'll be meeting with until you get there, but we promise it will be a fun, low-stress way to spend an hour.

Date: ____/____/____

First Name: _____

Last Name: _____

Email: _____

Phone: _____

Circle the days of the week you are available between approximately 5:00 and 8:00 PM.

M T W Th F

Dietary Restrictions: _____

Practice Interest: _____

All-time Favorite Supreme Court Justice: _____