Get a Job in 5 Easy Steps!

Step 1: **Plan/Strategize**
- Review Excellent career materials posted on the law school home page under the Career Help link on the left – Job Search Preparation Checklist

Step 2: **Network with Alumni and Create a Targeted List of Potential Employers**
- Link to Martindale.com – network with alumni from your school! (or go to martindale.com directly)
- Search Tools > Find People, Lawyers
- Fill-out the form – be sure to include the name of your school in the Law School field

Step 3: **Draft Cover-letters and Networking emails that Stand-out from the Crowd!**
- Select the Red Lexis Advance tab from the Law School Home Page (www.lexisnexis.com/lawschool) or go directly to www.lexisadvance.com
- Create a Folder to store important networking and interview prep materials, i.e., Job Stuff
- Type the name of a potential employer in the red search box, i.e., “Moore & Van Allen”.
- Directories – a collection of data from Martindale Hubbell and other sources
- View the Firm’s website via Lexis Web - No need to open a separate browser!
- Research Employers’ Cases: Demonstrate your knowledge of and interest in a particular organization
  - Under the Cases Tab, Narrow by Law Firm on the left-hand-side.
  - Use the sliding Timeline to restrict the date to recent cases only (i.e., previous two years)
  - Use Search within Results or Narrow by Practice Areas & Topics to find cases that deal with a specific practice area
    - Make sure you read the case and Shepardize it before referencing it.
    - Locate any briefs filed by the employer via the Briefs & Pleadings Tab.
- Also, view the Dockets content tab to gain a deeper understanding of the day to day life of an attorney at that firm.
- Research Employers in the News to see what events or issues are of concern to an individual or organization.
- View Publications by Potential Employers:
  - Select the Secondary Tab
  - Search for articles written by your interviewing attorney by typing his/her name into the Search within results box.

Step 4: **Prepare for Interviews**
- Use the preceding information, already saved to a folder, to adequately prepare for interviews.
- Pull a Litigation Profile for a potential employer via the Litigation Profile Suite
  - From the Research tab at the top, pull down the menu and select the Litigation Profile Suite.
  - Select the Attorney tab and type – Hollander, Reed
  - Interested in Transactional Law? Check-out Lexis Practice Advisor coming in February 2014!

Step 5: **Keep in Touch**
- After the interview, be sure to send follow-up thank you notes and consider creating alerts to keep abreast of your favorite employers.

Marva L Woods, Esq.  ■ Marva.Woods@lexisnexis.com