



COMMITTEE ON CAREER ADVANCEMENT & MANAGEMENT

Resources for Lawyers and Law Students

RELEVANT WEBSITES

WWW.NYCBAR.ORG

www.vault.com (to research companies, industries, salaries)

www.greedyassociates.com (job postings, message boards, links to law schools, libraries, and bar associations)

www.findlaw.com (to find attorneys, answers to legal questions, and other legal resources)

On-line Job Postings:

www.hotjobs.com

www.monster.com

www.attorneyjobsonline.com

www.careerbuilder.com

www.craigslist.com

www.nytimes.com

All law school and undergraduate alumni websites and career centers are also good sources of networking opportunities and potential job postings.

JOB SEARCH

Career Strategies for International LL.M. Students, 1999, National Association for Law Placement.

This 16-page booklet helps explain the process of a job search for international LL.M. Students, with sections on how to use the career services office, writing cover letters and resumes and networking, as well as an overview of the U.S. legal market, suggestions on whether to take a bar exam, and a summary of immigration regulations.

Guerrilla Tactics For Getting The Legal Job Of Your Dreams, 1999 Kimm Alayne Walton. This book leads you step-by-step through strategies you need to find the job you want. It discusses how to decide what your dream job is, how to get the most out of your career services office, how to write a cover letter, interviewing, the issue of grades, nontraditional careers, and assessment exercises and more.

How to Get the Job You Want in a Law Firm, 1997, Ann D. Turnicky & Eugene Theroux, John Wiley & Sons.

The Insider's Guide To Law Firms, 5th Edition, 2000, edited by Sheila Malkani & Michael Walsh.

An in-depth profile of more than 200 large law firms based on interviews with summer associates and full time associates.

Jobs for Lawyers, Effective Techniques for Getting Hired in Today's Legal Marketplace, 1996, Hillary Jane Mantis & Kathleen Brady.

Topics in this book address the job search process; creating a plan of action; self-assessment; informational interviewing and much more.

The Vault Reports Guide to America's Top 100 Law Firms, 2002, H.S. Hamadeh, Michael Hasday & Doug Cantor, Vault Reports, Inc.

DIRECTORIES

101 Careers: A Guide to the Fastest-Growing Opportunities, 1998, Michael Harkavy.

Directory of Corporate Counsel (Volumes 1 - 2), 2001, edited by Linda D. Humphries, Aspen Law and Business, a Division of Aspen Publishers, Inc.; Phone: (212) 597-0251, Fax (646) 728-3048.

Law Firms Yellow Book, Leadership Directories, Inc.; Phone: (212) 627-4140, Fax: (212) 645-0931, E-mail: info@leadershipdirectories.com; Website: www.leadershipdirectories.com

The Lawyer's Guide to Job Surfing on the Internet, 2000, Career Education Institutes.

Martindale-Hubbell Law Directory is available on-line in three forms, a searchable CD-ROM version, the website: www.martindale.com and through www.lexis.com.

Martindale-Hubbell Law Digest (latest editions).

National Association for Law Placement Line (National Association for Law Placement Directory of Legal Employers), available as a database on Westlaw, West Publishing Company's computerized on-line research service.

National Directory of Legal Employers, National Association of Law Placement, The Association of Law Schools and Legal Employers; Phone: (202) 667-1666, Fax: (202) 265-6735.

The Official Guide To Legal Specialties, 2000, National Association for Law Placement. This publication offers a comprehensive look at 30 practice specialty areas. "Incorporating interviews with 130 attorneys from private law firms of all sizes, solo practitioners, public interest organizations, and government agencies... (this book) is the definitive resource for pre-law students, current law students and practicing attorneys."

Resources for Conducting an Internet Job Search, 1998, National Association for Law Placement

This brochure provides an overview of the types of services, resources and information available on line.

Google any topics that interest you and look for blogs on the subject.

GENERAL CAREER INFORMATION

A Successful Transition From Law Student to Lawyer, 1996, National Association for Law Placement.

This brochure provides law students and recent graduates with tips for getting off to a good start as a lawyer; developing good management practices; putting client service first; demonstrating professional ethical behavior; and enjoying the experience of being a lawyer.

A Young Lawyer's Jungle Book: A Survival Guide, 1999, Thane Josef Messinger, Fine Print Press.

America's Greatest Places to Work with a Law Degree and How to Make the Most of Any Job, No Matter Where It Is, 1998, Kimm Alayne Walton.

This book is a compilation of information taken from law school administrators around the country who were asked, "Where do your happiest graduates work?" Although not all legal employers are listed, this book can be a useful research tool for getting an inside perspective on what it's like to work at hundreds of profiled employers.

The Best of the Job Goddess, 1999, Kimm Alayne Walton.

This book provides a compilation of answers to difficult questions posed by law school students and recent graduates.

Changing Jobs: A Handbook for Lawyers in the New Millennium, 3rd Edition, 1999, ABA Young Lawyers Division.

This manual is specifically geared for young lawyers who have been working for a couple of years and are in their first or second legal job. Section II of the book "covers all aspects of career planning for lawyers." Section III covers the job search process, "taking into consideration the factors that are unique to the legal profession." Section IV "provides detailed analyses of employment opportunities for experienced lawyers within various public and private sector practice settings." There are chapters that discuss specific topics, such as large law firms; small law firms; corporations; federal government; the judiciary; Legal Aid; Legal Services; and public interest organizations.

The Complete Guide to Contract Lawyering: What Every Lawyer and Law Firm Needs to Know about Temporary Legal Services, 2nd Edition, 1999, Deborah Arron & Deborah Guyol. Increasingly, firms are hiring more attorneys on a temporary or contract basis. This book provides an overview of the world of contract work taken from real experiences. Contract lawyering can be useful in getting experience and as an assessment tool in the process of a job search.

Do What You Are: Discovering the Perfect Career for You Through the Secrets of Personality Type, 2001, Paul D. Tieger and Barbara Barron-Tieger.

Ethics and Employment: A Guide for Law Students, 1997, National Association for Law Placement.

This brochure covers students' responsibilities during the hiring process. It addresses ethical concerns involved in cover letters, resumes, interviewing, offers and decision-making.

From Law School to Law Practice, 1990, The American Law Institute

"(T)his handbook is aimed primarily at beginning associates, providing the insights they need to adjust quickly to the demands and expectations of their employers, to perform well from the outset, and to make the positive impression that will set them on the proper path for

success in the firm...."

From Law Student to Lawyers, 1992, Gary Munneke

This manual is Part of the Career Series of the American Bar Association. It offers information that will help in making career plans and "will refer you to reliable sources for checking information and updating your career plans". In addition, "the experiences and perceptions of practicing lawyers are offered to help you develop a career plan."

Full Disclosure: Do You Really Want to Be a Lawyer?, 1992, Susan Bell, The American Bar Association.

This book is a collection of writings by some two dozen legal professionals, giving their thoughts on their experiences within the legal field. "In Full Disclosure, the Young Lawyers Division of the American Bar Association gives the often starry-eyed would-be lawyer a true-to-life account of what really goes on in law school and in the practice of law. The result is a thought-provoking and entertaining compendium of everything today's lawyers wish they had known before entering law school."

Full Disclosure: The New Lawyer's Must-Read Career Guide, 2001, Christian Civileto Carey, Esq.

"An indispensable mentoring guide for young lawyers and those about to enter the practice of law." Includes practical advice on finding the right legal position; writing an effective cover letter and resume, etc. In addition, contains a comprehensive list of hundreds of law firms.

JD Preferred: 400+ Things You Can Do With A Law Degree, 1994, Federal Reports Inc.

A guide describing more than 400 currently active legal employment opportunities (other than practicing law) across all employment sectors--private, public, and nonprofit.

Jobs for Lawyers, Effective Techniques for Getting Hired in Today's Legal Marketplace, 1995, Hillary Jane Mantis & Kathleen Brady.

"What makes [this book] unique and extremely valuable is the way it approaches the legal job search as a process that can be learned. It is filled with practical advice, productive exercises and insightful examples. This book identifies both the problems and opportunities- and provides practical how-to's for resolving or taking advantage of them."

Lawyer's Quality of Life: The Record of the Association of the Bar of the City of New York, Nov./Dec 2000, Vol. 5, No. 6.

This is the Report of the Task Force on Lawyer's Quality of Life, which was formed in 1996. The task force was assigned to study quality of life issues facing young lawyers in 27 large law firms in New York City and recommending solutions where possible. Although it targets only a select group, the information gathered is informative for all relatively new lawyers.

The Legal Career Guide: From Law Student to Lawyer, 1993, Gary A. Munneke & Frances Utley, American Bar Association.

This manual is part of the Career Series of the American Bar Association. It offers information that will assist you in making career plans and "will refer you to reliable sources for checking information and updating your career plans." In addition, "the experiences and perceptions of practicing lawyers are offered to help you develop a career plan."

Non-Legal Careers for Lawyers, 5th Edition, 2006 Gary Munneke.

"Great opportunities exist for law students and practicing lawyers outside the traditional practice of law. This important resource shows you when and how to choose a nonlegal career; the specialized skills legal training provides; how to plan and conduct a job search;

and provides details on careers in business and industry, government and public service, associations and institutions, and entrepreneurial ventures. A resource section provides surveys and listings of nonlegal careers in several categories, and a listing of publishers and suggested readings on nonlegal careers."

The Official Guide To Legal Specialties, 2000, National Association for Law Placement. This publication offers a comprehensive look at 30 practice specialty areas. "Incorporating interviews with 130 attorneys from private law firms of all sizes, solo practitioners, public interest organizations, and government agencies...[this book] is the definitive resource for pre-law students, current law students and practicing attorneys."

What Law School Doesn't Teach You But You Really Need to Know, 2000, Kimm Walton. The latest book from the author of *Guerilla Tactics for Getting the Legal Job of Your Dreams*. She provides advice "on everything from handling social events gracefully to working with support staff. It is practical advice delivered with a sense of humor."

SPECIALTY PRACTICE AREAS

Business

Business Lawyer's Handbook, 1992, Clifford R. Ennico
This book is designed to give law students and recent graduates an introduction to the workaday world of the lawyer who does not litigate for a living. It discusses in detail the principal jobs of the transactional lawyer as well as their ethical responsibilities. It also discusses the traditional career path of the business lawyer and the special roles they take on.

Entertainment

Entertainment Law Careers, 1998, William D. Henslee
This updated edition addresses the substantive areas of the law which encompass entertainment law. There are several helpful appendices in the back of the book such as a glossary of industry terms, trade publications, industry organizations and a list of entertainment firms throughout the country.

Environmental

Careers in Natural Resources and Environmental Law, 1987, Percy R. Luney, Jr.
"Natural resources law attorneys and environmental law attorneys-who are they? What do they do? How do they obtain their jobs? What advice do they have for law students who want to specialize in these areas or for attorneys considering a career change into these areas? These questions are explored in this description of natural resources law and environmental law practices...Natural resources law and environmental law are specialized areas that require scientific expertise as well as good legal skills and knowledge.... This book introduces natural resources law and environmental law through the experience and advice of practitioners in these areas."

Directory of National Environmental Organizations, U.S. Environmental Directories, 1997.

Directory of Environmental Attorneys, Aspen Law & Business.

Environmental Career Opportunities, The Brubach Corporation, Glen Echo, MD.
This biweekly publication contains a variety of environmentally-related jobs.

Environmental Law Careers Directory, 2001, Ecology Law Quarterly
This directory lists more than 250 public interest organizations, private law firms and government offices to assist law students in conducting a job search in the area of environmental law.

Guide to State Environmental Programs, 1994, Deborah Hitchcock Jessup
This guide includes state specific information on the "how's, what's, and wherefore's of state regulatory programs." It also devotes a section to the federal laws and regulations that underlie many of the state programs.

The New Complete Guide to Environmental Careers, 1993, The CEIP Fund
"...Presents essential information needed to plan any career search: salary levels, volunteer and internship opportunities, and entry requirements. But unlike other career guides, it gives a complete overview of the field, as well as examples of actual projects, jobs, and opportunities that are available...."

Family

Family Law Careers, 1998, Sara Vljacic
This book provides practical nuts and bolts information on choosing and following a career path in the area of family law.

International

Career Strategies for International LL.M. Students, 1999, National Association for Law Placement
This 16-page booklet helps explain the process of a job search for international LL.M. Students, with sections on how to use the career services office, writing cover letters and resumes and networking, as well as an overview of the U.S. legal market, suggestions on whether to take a bar exam, and a summary of immigration regulations.

Careers in International Law, 1993, Edited by Mark W. Janis, American Bar Association
Legal practitioners discuss the profession of international law and the variety of career opportunities available in both the private and public sectors.

International Career Employment Weekly, Carlyle Corporation
This weekly publication describes itself as the only comprehensive source of information on international career positions.

International Opportunities Resource Guide, 1999, National Association for Law Placement
Divided into five substantive areas, this guide includes an introduction to the nature of the practice area; profiles of attorneys, professors and students with experience in international practice; a bibliography of print resources, including books, journal articles and a list of publishers; a list of Internet resources; and selected articles on international topics from recent NALP publications. This guide also addresses what attorneys find most satisfying about their positions as well as the advice they would give to students in pursuing a similar career.

Health Care

Careers in Health Care Law, 1983, National Health Lawyers Association

This booklet information on what health law is and how to break-in to the field. See also this bar association's website: www.healthlawyers.org.

Labor

Careers in Labor Law, 1985, Ellen Wayne

This book contains information regarding the practice of labor law, particularly educational and career advice from current practicing labor lawyers.

Litigation

Careers in Civil Litigation, 1990, Monica Bay

This book is an introduction to the practice of civil litigation. "It provides practical information on the realities of civil litigation practice as well as tips on how to secure the position of your choice."

National Directory of Prosecuting Attorneys, National District Attorney's Association, 2001.

To Be a Trial Lawyer, 1994, F. Lee Bailey

"Drawing on almost thirty years of trial experience, Mr. Bailey shows aspiring attorneys, law students, and young lawyers how to prepare for and survive [as a trial lawyer]. He...explains how to effectively deal with judges, work with juries, manage a trial, cross-examine witnesses, [and] argue an appeal..."

Sports

Directory of Entertainment and Sports Attorneys, Aspen Law & Business

Careers in Sports Law, 1990, Kenneth L. Shropshire, Esq.

The information presented in this book provides law students interested in sports law with sufficient information to assist in making academic and career decisions easier. A majority of the sections in the book are based on interviews with lawyers who in various capacities practice sports law.

SMALL AND SOLO PRACTICES

The Business of Practicing Law: The Work Lives of Solo and Small Firm Attorneys, 1996, Carroll Seron

Choosing Small, Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market, 2001, Donna Gerson

This book explores the ins and outs of working in a small firm environment. It provides information about understanding the small firm market, approaching firms effectively, negotiating salary and benefits, and succeeding as a small firm lawyer.

How to Start & Build a Law Practice, 1999, 4th Edition, Jay G. Foonberg

This book offers the reader the basics of how to start and build a law practice. Several chapters address some timely topics such as office technology and the current "explosion in

the number of lawyers" both of which have affected the way a practice is started and developed. The chapters in the book are not arranged in any particular fashion. Each chapter covers a very specific aspect of private practice and can stand alone. According to the author this was done intentionally, so that a newly admitted lawyer could easily find the general information needed.

Running a Law Practice on a Shoestring, 1997, Theda C. Snyder

PUBLIC INTEREST/PUBLIC SERVICE

Federal Careers for Attorneys, 1991, Federal Reports Inc.

This is a guide "...designed as a comprehensive directory for both newly-admitted and experienced attorneys interested in working for one of the three branches of the U.S. Government. It includes detailed descriptions of the legal work and application requirements of over 300 federal legal offices, and cites the location of over 1,400 regional/field offices."

Lawful Pursuit: Careers in Public Interest Law, 1999, Ronald W. Fox

A book which discusses types of settings in which to practice public interest law, setting your own career goals, exploring your options, analyzing your skills evaluating the market and searching for a satisfying position.

Now Hiring: Government Jobs for Lawyers, 1997-1998

The introduction provides brief descriptions on everything from application procedures to hiring policies and benefits. The remainder of the book gives detailed information on the individual agencies within the federal government. It also identifies which agencies have summer legal positions.

Public Interest Job Search Guide, 2000-2001, Harvard Law School

This guide contains over 800 listings of public interest and public sector employers including hiring contacts and descriptions of organizations. The guide also has general job search advice along with a section on available fellowships.

Public Service and International Law: A Guide to Professional Opportunities in the United States and Abroad, 1998, Yale Law School

Recognizing that the practice of law is a global enterprise, this guide provides valuable information about legal jobs in the public sector around the world. Information regarding U.S. government, intergovernmental and non-profit organizational employment positions are described, as well as fellowship opportunities.

The Public Service Employer Directory, 1998-1999, Legal Support Systems, Inc.

This directory contains over 200 public interest employers and includes a description of the organization, hiring contacts, number of anticipated openings and statistics on the organization.

Yale Law School Public Service Careers Resource Manual, 1999-2000, Yale Law School

The purpose of this manual is to inform law students of opportunities available to use legal education in the arena of public service. Tips on resumes, cover letters, employers, mentors, split summer firms and resources are also included.

JUDICIAL CLERKSHIPS

Almanac of the Federal Judiciary, Aspen Law & Business

BNA's Directory of State and Federal Courts, Judges and Clerks, 2001

Chambers Handbook for Judges' Law Clerks and Secretaries, 1994, Federal Judicial Center

Federal and State Judicial Clerkship Directory, 2000, National Association of Law Placement

The Federal Judiciary Homepage Website, www.uscourts.gov

Federal Law Clerk Information System Website, www.judicialclerkships.com.

Judicial Clerkship Opportunities, 1999, National Association for Law Placement

The Third Branch, a Newsletter of the Federal Courts.

U.S. Court of Federal Claims: A Deskbook for Practitioners, 1998, Fourth Edition

Vermont Law School Guide to State Judicial Clerkship Procedures, 2002, Vermont Law School

Want's Federal-State Court Directory , 2001 and State Court & County Courthouses Directory, Want Publishing

GOVERNMENT

Transition into Government:

The offices referenced below are some key possibilities for those individuals transitioning from law firm life to government practice:

- Office of the United States Attorney
- Federal Clerkships
- Department of Justice
- State of New York Attorney Generals Office
- Office of the District Attorney
- Comptroller State of New York
- New York State Child & Family Services
- State of New York Department of Education
- State of New York Department of Labor
- Workers' Compensation Commission
- Equal Employment Opportunity Commission
- National Labor Relations Board
- State of New York Banking Department
- State of New York Consumer Education & Advocacy
- State of New York Office of Court Administration
- State of New York Metropolitan Transportation Authority
- Office of the City Attorney, Law Department
- New York City Human Resources Administration
- Legal Aide (various boroughs)

See also www.yellowpages.com (go to New York / Government Offices). You can also look under “Government –City, Village, Township”; “Government – County & Parish”; “Government – United States”

Also, remember your local job board and chat rooms. For instance, Vault.com features a “Job Message Board: Government” which may be instrumental.

Don’t overlook the career corner at any bookstore. For those interested in government jobs requiring complex applications, some folks have found interesting “*Real KSA’s: Knowledge Skills & Abilities for Government Jobs*” by Anne McKinney (as well as its sister book “*Government Job Applications and Federal Resumes.*”).

Transition from Government into Private Sector:

First and foremost, government attorneys should look where other colleagues have gone before them. In other words, spend some time exploring where your former colleagues, who have left government practice for private practice, have gone and reconnect with them, if possible.

Second, to the extent your current government office is working directly with a number of law firms, reach out to those firms. In other words, do not overlook the obvious. Whether in a legal services organization or government agency, tell your private firm contacts of your interest and ask them for assistance and/or guidance about private opportunities.

Third, join your local Bar Association or community groups that attract a diverse array of practitioners from both government and private practice. As referenced by Villanova University’s Career Transition forum: “Branch out by practice area, diversity, or other facet of your background. The more private attorneys you add to your professional network, the better prepared you will be for your private sector job search.” Source:

[www.law.villanova.edu/studentservices/careerstrategy/careertransition.asp]

Do not overlook your school’s alumni magazine, which very often features the bios of alumni and their career moves from government to private practice. These bios are instrumental in your own navigation of the legal landscape.

Review websites featuring such topic. The National Law Journal (online) recently featured a relevant article under its “Trading Places” section (Aug. 13, 2007), which spoke at length about government attorneys transition to white collar private practice. Don’t forget bookstores! “*The Insider’s Guide to Law Firms*” by Francis Walsh, Sheila V. Malkani, and Jeanne Bergman is a great insight into New York City law firms, their practices, associates, clients, deals and hiring practices. This book provides keen insight into those firm environments that may be more receptive to a previously government-employed attorney. Remember that, when transitioning to private practice, one must know the value of their current practice area. For instance, government lawyers focusing on litigation, immigration, L&E, environment, white collar, and health care seem to transfer well into private practice. This book will help you hone in on those firms that do such work.

IN-HOUSE

American Bar Association (ABA) – www.abanet.org

American Corporate Counsel Association (ACCA) – www.acca.com. This is perhaps the best single resource for lawyers who would like to move in-house. It includes CLE materials, introductions to issues facing in-house lawyers and a comprehensive job board.

America's Greatest Places to Work with a Law Degree by Kimm Alayne Walton
Chapter 8 deals exclusively with in-house opportunities, providing an excellent framework for deciding whether legal department work is right for you and identifying top in-house legal departments.

Corporate Counsel Magazine (published bi-monthly by American Lawyer Media) CCM can be found online at www.corpcounsel.com.

Directory of Corporate Counsel

This two-volume resource of corporate legal departments worldwide provides geographic location (indexed), the lawyer's name, and corporate name.

In-House Blog www.inhouseblog.com

A comprehensive blog focused on the in-house market.

Law.com Law.com publishes "In House Weekly," a newsletter devoted to in-house legal issues.

Minority Corporate Counsel Association (MCCA) – www.mcca.com MCCA is focused both on issues specific to minority attorneys and issues common to all in-house counsel. MCCA hosts events that are excellent for networking and provides a comprehensive job board.

The National Law Journal (weekly newspaper)

This is a great periodical to learn about in-house attorneys and their educational and professional backgrounds. Website: www.nlj.com

View from the Top: Law Firm Leaders Unlock the Secrets of a Successful Legal Career by Ron Hogan. Although not focused on in-house opportunities, this book serves as a valuable guide for managing your career.

CAREER ALTERNATIVES

Alternative Careers for Lawyers, 1997, Hillary Mantis. Princeton Review.

This book guides attorneys step-by-step through the stages of a career transition.

Beyond L.A. Law: Stories of People Who've Done Fascinating Things with a Law Degree, 1997, National Association for Law Placement.

Features 47 profiles of attorneys reflecting on their dreams and goals. Those featured are a variety of traditional and alternative career attorneys that have shared their stories of success.

Career Transitions: A Workbook for Lawyers, 1989, Celia Paul Associations.

Careers in Sports Law, 1990, Kenneth L. Shropshire, Esq.

The information presented in this book provides law students interested in sports law with *Edition*, 1995, Paul D Tieger and Barbara Barron-Tieger.

Do What you Love, The Money Will Follow, 1987, Marsha Sinetar.

Judgment Reversed: Alternative Careers for Lawyers, 1997, Jeffrey Strausser, Barrons

Educational Series.

The Lawyer's Career Change Handbook: More Than 300 Things You Can Do With a Law Degree, 1998, Hindi Greenberg.

"Hindi Greenberg -- founder and president of Lawyers in Transition -- has written an indispensable guidebook for those in that position. Chock full of helpful advice, exercises, listings of resources and real-life stories, *The Lawyer's Career Change Handbook* provides all the tools needed to help the unsatisfied many who are either considering a new career or actively pursuing one."

Lawyers in Transition: Planning a Life in the Law, 1988, Mark Byers, Don Samuelson, & Gordon Williamson.

Nonlegal Careers for Lawyers, Third Edition, 1994, William D. Henslee & Gary A. Munneke.

Running From the Law: Why Good Lawyers are Getting out of the Legal Profession, 1991, Deborah L. Arron.

After ten years of successfully practicing law, the author chose to give it all up. Based on her own dissatisfaction with the profession, she began to research and explore why an increasing amount of attorneys seem to be getting out of the legal system. "Running from the Law is primarily an anthology of the insights and histories of courageous professionals whose choices make a powerful statement about their values."

Turning Points: New Paths and Second Careers for Lawyers, 1994, George H. Cain.

This book examines a variety of law-related career options, both traditional and non-traditional. Meant as a guide for lawyers considering a career change.

What Can You Do With A Law Degree? A Lawyers Guide To Career Alternatives Inside, Outside & Around The Law, 1999, Deborah Arron.

This book contains a "compilation of career evaluation, planning, and job-finding exercises and information for lawyers and law students." There are more than 500 job titles and many additional resources to explore openings in many other areas of employment. The chapters include, "Self- Assessment Tools and Resources", "Job Options for lawyers", and "Job Search Strategies and Tools."

Below are resources organized by specific non-legal practice areas:

Business Development/ Marketing:

Legal Marketing Association: www.legalmarketing.org

Legal Marketing Association, Metropolitan New York Chapter: www.nylma.org

Law Marketing Portal: www.lawmarketing.com

Professional Marketing Forum USA: www.pmforumna.org

Career Counseling:

Association of Career Professionals: www.acpinternational.org

Human Resources/Legal Personnel:

Society for Human Resource Management: www.shrm.org

Knowledge Management:

Effective Knowledge Management for Law Firms, 2004, Matthew Parsons, Oxford University Press.

Knowledge Management and the Smarter Lawyer, 2003, Gretta Rusanow, ALM Publishing.

KM in the Legal Profession, 2005, Bob Bater, Ark Group.

Law Librarians' News/excited utterances (2002 - present) (legal knowledge management and law librarianship): <http://www.excitedutteranceslln.com/>

Wissensmanagement für Anwälte (Knowledge Management for Lawyers), 2004, Martin Schulz, Marcek Klugmann, & Carl Heymanns.

Publications that deal with law practice management issues, such as the ABA's Law Practice magazine frequently contain articles on KM.

Law Firm/Practice Group Administration:

ABA Law Practice Management Section: www.abanet.org/lpm/home.shtml

Altman Weil: www.altmanweil.com

Association of Legal Administrators: www.alanet.org

Hildebrandt International: www.hildebrandt.com

Your New Lawyer, 1992, American Bar Association, Section of Law Practice Management, Michael K. Magness & Carolyn M. Wehmann, Editors.

A guide to recruitment, development and management of new lawyers for the legal employer. This book gives you insight into what issues legal employers contemplate in hiring and retaining new lawyers.

Legal Search Consulting:

The Annual Directory of Legal Search Consultants, Published by the National Association of Legal Search Consultants; Phone: 888-256-2732, E-mail: info@nalsc.org
The National Association of Legal Search Consultant (NALSC) provides an up-to-date international directory of all NALSC member firms.

National Association of Legal Search Consultants (NALSC): www.nalsc.org

Professional Development & Training:

American Law Institute-American Bar Association (ALI-ABA): www.ali-aba.org/

Association for Continuing Legal Education: www.aclea.org

Best Practices in Attorney Professional Development: Heading Off and Handling Wrong Turns (ABA).

Lawyers' Guide to Mentoring, Ida Abbott.

Lawyers' Professional Development, Ida Abbot.

National Association for Law Placement (NALP): www.nalp.org

Professional Development Consortium: www.pdclegal.org

Recruiting:

National Association for Law Placement (NALP): www.nalp.org

New York City Recruitment Association: www.nycra.com

NALP's Public Service section: www.pslawnet.org

Directory of Executive Recruiters - Corporate Edition, Published by Kennedy Information, Inc.; Phone: 800-531-0007 or (603) 585-6544, Fax: (603) 585-9555, E-mail: bookstore@kennedyinfo.com, Website: www.kennedyinfo.com.

Directory of Executive Recruiters - Personal Edition.

Directory of Executive Temporary Placement Firms.

Directory of Management Consultants.

Directory of Outplacement & Career Management Firms.

International Directory of Executive Recruiters.

Legal Recruiters Directory 2002 - Supplement to *The American Lawyer*, January 2002 (published annually).

www.wisnik.com Jobs for recruiters and marketing professionals.

REENTRY INTO THE PROFESSION

Articles Online

(Spring 2007) National Association of Women Lawyers Journal by Deborah Epstein Henry
[Getting Back: The Path for Lawyers to Return to Practice](#)

(January/February 2007) *Diversity & the Bar* by Deborah Epstein Henry

Comeback Lawyers: A Look at Why Re-Entry is a Hot Work/Life Balance Topic

June 2007, MBA Lawyers Journal by Bill Archambeault
MBA Leads the Way in Recognizing Lawyers in Transition
<http://www.flextimelawyers.com/news/news39.pdf>

May 28, 2007, Massachusetts Lawyers Weekly
MBA Leads Way in Recognizing, Supporting Lawyers in Transition
<http://www.flextimelawyers.com/news/news38.pdf>

May 17, 2007, The New York Times by Lisa Belkin
After Baby, Boss Comes Calling
<http://www.flextimelawyers.com/news/news33.pdf>

May 2007, Massachusetts Bar Association Lawyers E-Journal
MBA presents first-ever Lawyers in Transition Conference
<http://www.massbar.org/for-attorneys/publications/e-journal/2007/may/510>

March 6, 2007, The Legal Intelligencer by Gina Passarella
Prepared for Re-Entry
<http://www.flextimelawyers.com/news/news32.pdf>

March 2, 2007, New York Law Journal by Thomas Adcock
Here comes the 'Come-Back' Lawyers
<http://www.flextimelawyers.com/news/news31.pdf>

July 9, 2006, Newsday, by Patricia Kitchen
Putting mom back into business. New opportunities help stay-at-home mothers sharpen skills, prepare for workforce return
<http://www.flextimelawyers.com/news/news13.pdf>

Associations

ABA Back to Business Law: <http://www.backtobusiness.org>
Flex-Time Lawyers LLC: www.flextimelawyers.com
Pace Law School Re-entry Program: <http://www.law.pace.edu/newdirections.html>
University of California School of Law Hastings Opt in program: <http://www.pardc.org/Optin>

WOMEN AND ATTORNEYS OF COLOR

A Call to Action for Minority Lawyers: Navigating the Road to a Successful Law Firm Career, 2000, The Association of the Bar of the City of New York
This publication consists of materials that were prepared for a presentation at the City Bar in November 2000. They contain very useful articles on life in a law firm including, among other topics: how to acclimate to firm life, and how to obtain high profile assignments.

The Courts: An Excellent Place for Minority Attorneys to Launch Their Careers, 2002, National Association for Law Placement and the American Bar Association.
This brochure explains what clerkships are and how they can benefit students of color.

The Directory of Minority Judges of the United States, 1997, 2nd Edition, American Bar

Association

This book has been largely utilized by those seeking judicial clerkships with judges of color.

Getting Down to Business: Marketing and Women Lawyers, 1996, Deborah Graham

Options and Obstacles: A Survey of the Studies of the Careers of Women Lawyers, 1994

Presumed Equal: What America's Top Women Lawyers Really Think About Their Firms, 2006, Ashley Riveira and Lindsay Blohm

Profiles of Minority Attorneys in Specialty Practices, 1995, National Association for Law Placement

This publication profiles attorneys of color who have achieved success in specialty practices

Women in Law, 1983, Cynthia Fuchs Epstein

LAW STUDENTS/LAWYERS WITH DISABILITIES

Interviewing Tips for Law Students with Disabilities and Employers Who Recruit Them, 1999, National Association for Law Placement.

This booklet covers such topics as: What are disabilities as defined by the ADA? What are "essential Functions" and "reasonable accommodation"? Pre-interview preparation for applicant and employer; Conducting and participating in the actual interview; How to know if a work site is accessible; and Post-interview follow-up.

Job Search Handbook for People With Disabilities, 2000, Daniel J. Ryan.

"The goal of this book is to prepare you to best represent yourself to potential employers and to reassure them that you are a capable worker"... This book takes you beyond the interview including real life examples of such topics as negotiating salary, fitting into the work environment, and asking for reasonable accommodations. It also contains a list of employers who recruit and hire qualified individuals with disabilities.

Job Strategies for People with Disabilities, 1992, Melanie Astaire Witt.

Melanie Witt combines state-of-the-art career decision-making and employment search techniques with the special interests of the disabled community for today's job market. This book answers questions about the law, career decision-making, and job finding as it tells the stories of real people with real jobs and shares their secrets of success.

INTERVIEW PREPARATION

175 High Impact Cover Letters, 2nd Edition, 1996, Richard Beatty.

Best Resumes & Cover Letters: Best Resumes for \$75,000+ Executive Jobs, 1992, William Montag.

Best Resumes for Attorneys, 1994, Joan Fondell & Mary Jo Russo. John Wiley & Sons.

Better Resumes for Attorneys and Paralegals, 1986, Adele Lewis & David A. Saltman.

Dynamite Cover Letters & Other Great Job Search letters!, 1994, Caryl Rae Krannich &

Ronald L. Krannich.

The Only Job Hunting Guide You'll Ever Need: The Most Comprehensive Guide for Job Hunters and Career Switchers, Updated and Revised, 1995, Kathryn Petras & Ross Petras.

Resumes Don't Get Jobs: The Realities and Myths of Job Hunting, 1993, Bob Weinstein.

NETWORKING

It's Who You Know: The Magic of Networking in Person and on the Internet, 1998, Chin-Lee
This book provides advice and information for law students and lawyers who would like to learn more about networking and making contacts. It also includes information about on networking via the internet.

Job Search Networking, 1994, Richard Beatty.

Networking, 1994, Douglas Richardson.

Vault Guide to Schmoozing, Vault Reports, Inc.
Learn the secret of making advantageous relationships and building friendships.

INTERVIEWING

An Insider's Guide to Interviewing: Insights from the Employer's Perspective, 1996, National Association for Law Placement.

Hiring attorneys from across the country share their advice on the qualities of a winning resume, interviewers' favorite questions, responses that impress most and least, questions interviewees should ask, employers' hiring criteria, the offer process, criteria for selecting an employer.

The Essential Book of Interviewing, 1995, Arnold B. Kanter.

In this book, the author examines interviewing from both sides of the desk and provides information for both the interviewee and the interviewer. He addresses every stage of the interview process, from deciding what to ask, to closing the interview.

Fair and Effective Interviewing, 1995, National Association for Law Placement.

The objective of this pamphlet on non-discriminatory interviewing is "to provide a quick sensitization that encourages busy interviewers to recognize the importance of developing interviewing skills."

Information Interviewing: How to Tap Your Hidden Job Market, 1996, Martha Stoodley.

Informational interviewing and networking are key components to a successful job search. This practical guide takes you step - by - step and teaches you what you need to do, how to get started and how to follow through to success. The book provides many sample letters, lists of questions and telephone scripts to help guide you through this process. You will see that "information[al] interviewing is a method for building a professional network, finding a mentor, searching for the right job... and building contacts for selling yourself."

The Legal Job Interview: Winning the Law Related Job in Today's Market, 1992, Clifford R. Ennico.

Stating Your Case: How to Interview for a Job as a Lawyer, 1982, Joseph D. Ryan.
A complete guide to interviewing in the legal profession, written by a partner with O'Melveny & Meyers. The book is written from the employer perspective. The appendices provide some useful information such as sample government forms and addresses for various government agencies. There are also sample resumes.

Sweaty Palms: The Neglected Art of Being Interviewed, 2005, H. Anthony Medley.
"The tips and strategies in this book come from the author's experiences in counseling job hunters and employers." Topics covered include: preparation for the interview, presentation, (dressing tips, small talk), and negotiation (what to do after you get a job offer). At the end of each chapter there is a checklist which highlights the important points made in the chapter that are worth reviewing.

BUSINESS ETIQUETTE

Business Etiquette in Brief: The Competitive Edge for Today's Professional, 1993, Anne Marie Sabath.

Making a positive and powerful first impression is essential in any job search. This book is designed to help set you apart as a polished and practiced professional with tips on business greetings, introductions, and correspondence, as well as office and telephone etiquette.

Don't Slurp Your Soup, A Basic Guide to Business Etiquette, 1991, Betty L. Craig.
This book offers "advice and direction for virtually any situation." It covers proper business etiquette for situations ranging from making introductions to international etiquette. It is a helpful resource for learning the professional way to handle many common situations.

The First Five Minutes, 1998, Mary Mitchell with John Corr.

This book provides the techniques, skills and confidence needed to present yourself positively, dynamically and effectively in various situations - business and social, formal, casual or critical.

MENTORING

Being An Effective Mentor: 101 Practical Strategies for Success, 2001, National Association for Law Placement.

The companion brochure to the publication described below, this brochure presents practical steps and tips on the mentoring process from the mentor's perspective.

Working with a Mentor: 50 Practical Suggestions for Success, 2001, National Association for Law Placement.

This brochure provides "simple, practical points that can help you work effectively with your mentors...and to help you take advantage of mentoring opportunities that present themselves everyday."

NOTE: The Association of the Bar of the City of New York does not endorse the above resources. Additionally, the above list is not exclusive, there are many places to seek additional information.