As the semester is winding down and you’re focused on exams, it is also important to think about ways to make the most out of your time off over winter break. These few weeks off provide a great opportunity for you to work on your career plans without the time demands that you face throughout the semester.

Here are several things to do over winter break to make good use of your time.

**Finalize your resume and cover letter.** You’ve probably already met with your career coach (and if you haven’t yet, try to fit it in before break!). Use your down time to make sure your resume and cover letter are polished, incorporate suggestions from your career coach, and be ready to hit the ground running in January.

**Set up informational interviews.** Winter break is a great time to meet with professionals in the field(s) that interest you. Start researching employers as soon as possible, then contact them to set up a time to meet during your break. Keep in mind that many people take time off over the holidays, so the sooner you contact them to schedule a meeting, the better. Also, try to be as flexible as possible as to the day and time of your meeting to make it convenient for the professional. Don’t forget to follow up by sending a personal note to the person who took the time to meet with you.

**Join professional associations.** Affiliating with professional associations provides access to networking contacts, educational opportunities, and information about local job markets. Consider a student membership to the American Bar Association, your local bar association, and other specialty bars such as the American Intellectual Property Association or an association of women attorneys. Most groups have a minimal cost for student membership.

**Create a master job search “to do” list and develop a job search tracking method.** This can be as simple as an Excel spreadsheet or Word chart, including the name of the employer, contact information, date of application, and notes on follow-up. See page 41 of your Career Planning Guide for an example.

**Check e-mail and Symplicity over break.** The OCPD staff will continue to update job postings over break and may send out emails with important announcements.
The Judicial Resources Committee and Just The Beginning Foundation are pleased to announce the second year of our joint Internship Diversity Pilot Project. The Project’s ultimate goal is to share the judicial internship experience with minority, underrepresented, and economically disadvantaged law students through summer judicial internship placements. The Project is national in scope and will place 50 students as judicial interns in federal magistrate, bankruptcy, district, and appellate judges’ chambers across the country.

Interns will be given substantive legal assignments and have the opportunity to draft bench memoranda, judicial orders, and opinions. They will be exposed to a variety of procedural and substantive vehicles through their work. Depending on the judge, the matters could include motions to dismiss, motions for summary judgment, magistrate judge reports, and habeas corpus petitions.

Applicants should possess strong research and writing skills and be prepared to handle the rigors of working in a federal court. If selected, applicants must commit to working a minimum internship period of six full-time weeks and attending mandatory training workshops prior to the beginning of the internship, either in-person or via videoconference.

Applicants must submit all documents electronically to jrcjtbf@gmail.com. More information, including application requirements, can be found at http://www.jtbf.org/index.php?src=gendocs&ref=InternshipJRCJTBF&category=Main

Application deadline is January 9, 2012.

PEGGY BROWNING FUND FELLOWSHIP PROGRAM

The Peggy Browning Fellowship Program provides stipends to law students who dedicate their summer to advancing the cause of workers’ rights by working for labor unions, worker centers, the U.S. Department of Labor, union-side law firms and other nonprofit organizations. It is a ten-week summer fellowship available to 1st and 2nd year law students intended to encourage them to consider labor law as a viable career choice. One school-year fellowship is also offered.

We work closely with law schools, leading labor attorneys, professors and mentors at selected organizations to ensure that our fellows are offered unique and challenging work experiences. While the fellows gain practical skills, the mentor organizations and their clients benefit from the services provided by this talented and committed group.

More information on the fellowship program and application requirements are available at http://www.peggybrowningfund.org/fellowships
**Job Listings**

**Warner Norcross & Judd LLP (Grand Rapids, MI)**
Warner Norcross & Judd offers a unique opportunity for first-year law students to work in and experience as many different practice areas as possible over the summer, especially those in which students have a particular interest. This "liberal arts" approach helps students knowledgeably choose a practice area in the future that fits their interest, work styles and temperaments. Please visit our web site at www.wnj.com to learn more about our summer program.

**American Civil Liberties Union Foundation (Washington, D.C.)**
Founded in 1972 by the American Civil Liberties Union, the National Prison Project (NPP) seeks to ensure constitutional conditions of confinement in prisons, jails, juvenile facilities, and immigration detention facilities. We seek to promote prisoners’ rights through class action litigation and public education. Our priorities include reducing prison overcrowding, improving prisoner medical care, eliminating violence and maltreatment, and increasing oversight and accountability in prisons, jails, and other places of detention. The NPP is offering Summer Legal Interns the opportunity to work on all aspects of litigation. Our Summer Legal Internship requires a 10 to 12 week commitment and is full-time. This is an unpaid internship. Summer Legal Interns who do not secure funding will be eligible for a stipend provided by the project.

**Clearfield, Kofsky & Penneys (Philadelphia, PA)**
Practice area: Plaintiff Personal Injury field. 1Ls or 2Ls who are interested in practicing in the Philadelphia area can fax resumes and a cover letter to Ron Clearfield, (215) 563-3580.

---

**Finding Wake Law Alumni**

One of your best resources for informational interviews, career advice, and professional networking is Wake Forest Law alumni. We have alumni all over the country, and most have told our office that they enjoy hearing from our students and are happy to help in any way they can.

You have an excellent resource for locating alumni right at your fingertips: the WIN (https://win.wfu.edu) Alumni Directory. You can use this directory to search for alumni by name, school, and location.

The [Wake Forest School of Law Students & Alumni Group](https://www.linkedin.com/groups/1342670) on LinkedIn is also a useful resource. Not only can you view group members’ bios and contact information, but there’s an opportunity to follow group discussions and learn more about what’s going on in the profession.

Finally, you can search [Martindale.com](https://www.martindale.com) for Wake Forest alumni by running an advanced People search, narrowed by school name and location.
Upcoming Government Deadlines

Department of Homeland Security – Office of General Counsel Law Intern Program (Paid & Unpaid, Deadline 12/16/11)

Department of Treasury – General Counsel’s Summer Honors Program (Unpaid, Deadline 12/07/11)

Federal Trade Commission – Northwest Region Summer Law Clerk Program (Unpaid, Deadline 12/15/11)

New York County District Attorney’s Office – Summer Intern Program (Paid, Deadline 12/14/11, but earlier if possible)

Nuclear Regulatory Commission – Office of General Counsel Summer Intern Program (Paid, Deadline 12/15/11)

Environmental Protection Agency – R1 Legal Internship Program (Unpaid, Deadline 12/16/11)

Department of Commerce – Office of Chief Counsel for International Commerce Volunteer Law Internship Program (Unpaid, Deadline 12/30/11)

Corporation for National & Community Service – Office of General Counsel Summer Legal Internship (Paid, Deadline 12/31/11)

National Nuclear Security Administration – Office of General Counsel Summer Internship Program (Paid, Deadline 12/31/11)

Department of Transportation – Federal Highway Administration Summer Transportation Internship Program for Diverse Groups (Paid, Deadline 12/31/11)

More details on these and other government programs are provided in the 2011-12 Government Honors & Internship Handbook, located at https://www.law.arizona.edu/career/honorshandbook.cfm.

News & Notes

Happy Holidays!!

Take some time to rest over break, reflect on all you’ve accomplished, appreciate your family and friends, and enjoy your free time. See you in January....