As the semester is winding down and you are focused on exams, it is also important to think about ways to make the most out of your time off over winter break, including job searching and building your professional network. 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 some key tips for effectively using your time:

**Meet with your career coach before you leave for break** – Now is the time to meet with your career coach to get your resume and cover letter polished, before you meet with prospective employers over the break. We can also talk about expanding your career search, researching employment options, and developing contacts.

**Check e-mail and Symplicity over break to stay up-to-date on the latest job postings** – The OCPD staff will continue to update job postings over break, and may send out emails with important announcements. Be sure to check your e-mail and Symplicity over the break so that you don’t miss any important deadlines.

**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.

**Visit prospective employers** – If you are applying for jobs at home, your winter break is a good time to follow up in person with potential employers. An in-person visit to the employer’s office can leave a lasting impression and can make you stand out from other candidates. Of course, you want to make sure that you are leaving a positive lasting impression, so be sure to dress professionally and be considerate of the employer’s time.

**OCPD Winter Break Schedule**

The Office of Career & Professional Development, along with the rest of the Wake Forest campus, will be closed from Monday, December 26 through Monday, January 2. We will be here and ready to assist you January 3, 2012.
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.

There are no secrets to success. It is the result of preparation, hard work, and learning from failure.

~ Colin Powell

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.pegybrowningfund.org/fellowships
1L Career Planning Update

**Job Listings**

**North Carolina Business Court (Charlotte, NC)**
Judicial Extern-Intern in the chambers of Judge Calvin E. Murphy. The North Carolina Business Court is a specialized forum of the North Carolina Superior Court Trial Division. Cases involving complex and significant issues of corporate and commercial law in our state are assigned by the Chief Justice of the North Carolina Supreme Court to a special superior court judge who oversees resolution of all matters in the case through trial. The position will work closely with His Honor and Judge Murphy’s Law Clerk conducting legal research, drafting memoranda, orders and opinions, and observing courtroom and chambers proceedings.

**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 resume and a cover letter to Ron Clearfield, (215) 563-3580.

**US Attorney’s Office for the District of Maryland (Baltimore & Greenbelt, MD)**
The Assistant U.S. Attorney who supervises the law clerk program distributes assignments based on the interests of the clerks and the needs of the office in an effort to expose each clerk to a variety of substantive matters. Clerks who work in the Baltimore office will be exposed to both criminal and civil matters. Clerks who work in the Greenbelt office will be exposed to only criminal matters. The office seeks to give all students extensive opportunities to witness depositions, motion hearings, trials, and, on occasion, appellate arguments. The Office tries to assign each law clerk to a case that is scheduled to go to trial during the summer, so the clerk will have the opportunity to observe one trial in its entirety. In addition, the Office organizes a series of programs specifically for the law clerks.

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**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 on LinkedIn is also a useful resource. Not only can you view group members bio 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 for Wake Forest alumni by running an advanced People search, narrowed by school name and location.
Upcoming Government Deadlines

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 12/15/11)

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

City of Philadelphia Law Department – Office of the City Solicitor Summer Law Student Program (Unpaid, 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….