# The Small and Mid-sized Firm Job Search

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# The Five Ws (and 1 H) of Small and Mid-sized Firm Hiring

• WHO: 2Ls and 3Ls

WHAT: Summer and post-grad positions

• WHERE: Identify geographic connections

WHEN: Starting now!

WHY: Growing workload/office/practice group

• **HOW:** Job postings, networking, intern/externships



# Start NOW with Job Postings at BU

### Check CareerHub Early and Often

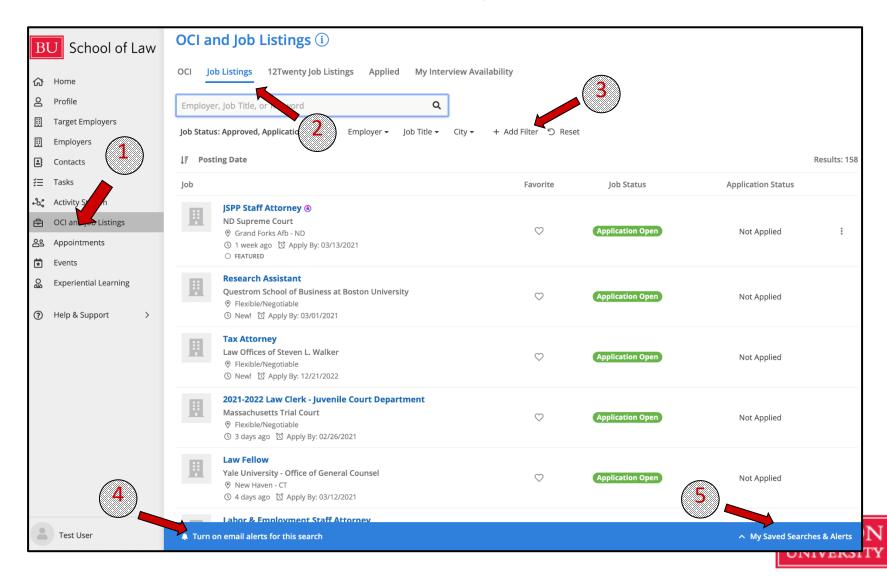
Here's a sample of recent posts:

- 2L Summer:
  - Hinman Straub (Albany, NY)
  - Klein Hornig (Boston and D.C.)
- 3L Post Grad:
  - Cain Hibbard (Western MA)
  - Freeman, Mathis & Gary (multiple offices)

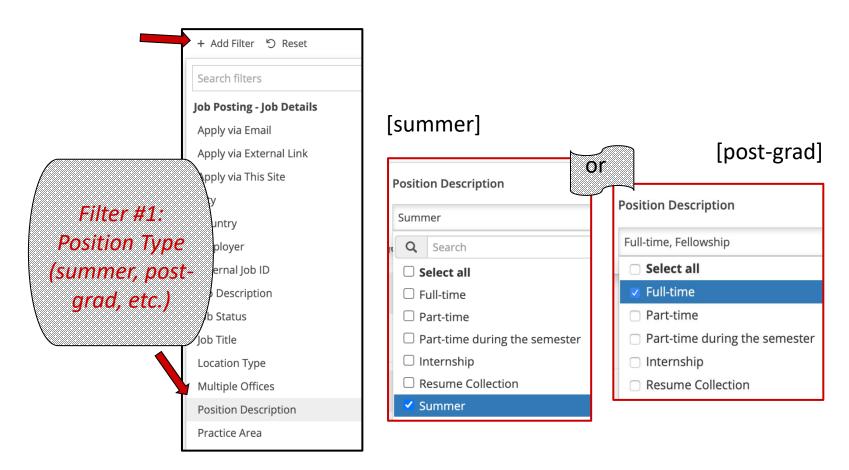


#### **Boston University School of Law**

# CareerHub Tips & Tricks

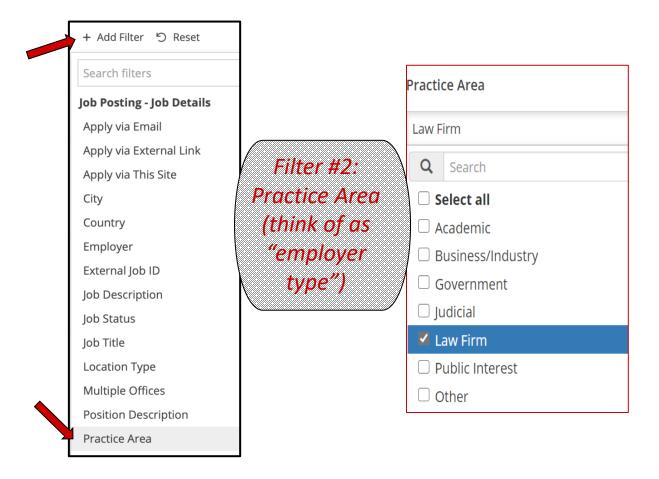


# CareerHub Tips & Tricks: Filters



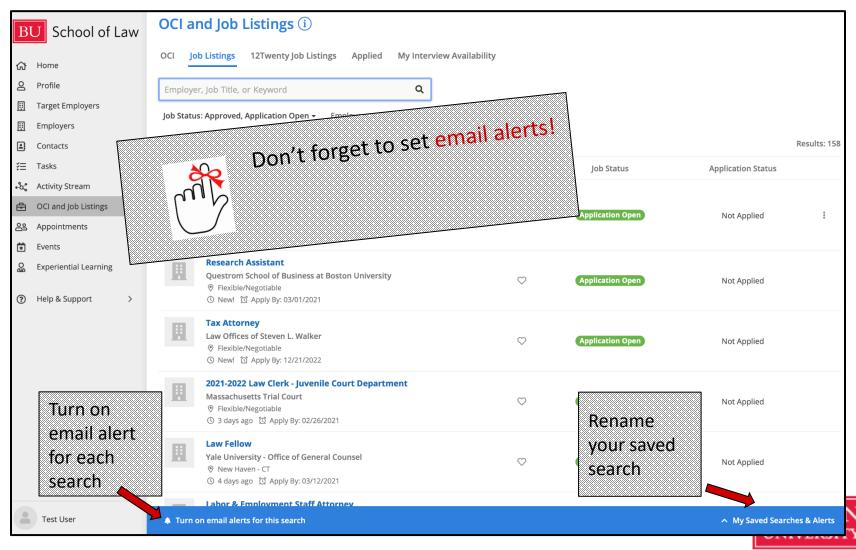


# CareerHub Tips & Tricks: Filters





# CareerHub Tips & Tricks



## **Search** for More Job Posts

- Firm Websites (check "Jobs" or "Careers" Page)
- LinkedIn
- Local Legal/Trade Publications
- Legal Job Search and General Job Search Websites
- Legal Recruiters (3Ls look for agencies that don't charge a candidate fee)

For specific websites in these categories, see handout



# A Few Thoughts on Networking

- Networking is how most people get jobs.
- Networking is about making connections
- Networking will continue throughout your career
- Networking begins with people you know
  - Faculty, classmates, family, friends, mentors, panelists, etc.
  - Bar association affinity groups, <u>BUSL Young Alumni Council</u>
- Review the <u>CDO's Networking Resources</u>
- Read CDO weekly emails for Networking Programs



# **Build a List**of Target Firms and Contacts

#### **Build, Expand and Update your List Using:**

- Small and Mid-sized Firm spreadsheets (CDO Website)
- <u>"Where 1Ls and 2Ls Have Worked"</u> Lists (CDO Website)
- BU Law LinkedIn alumni database
- Vault's Best Midsize Law Firms to Work For
- <u>Martindale Hubbell</u>, <u>Westlaw Profiler</u> (under "Tools") and <u>Lexis Advance</u>
- NETWORK



# Research the Employers on Your List

- Talk to your network!
- Firm websites for Bios, Practice Areas, Blogs and "News" sections
- State or local bar associations and trade groups
- Online publications (<u>Law360</u>, <u>Reuters Legal</u>, <u>Bloomberg</u>, etc.)
- CDO:
  - Ask us about Alumni Willing to Be Contacted
  - Chat with 3L Private Sector Peer Advisor Owen Marks
  - <u>LinkedIn Alumni Database</u>
- Ask a law librarian for research assistance



# Identify a Contact at the Firm

- Personal contacts (including someone you've networked with)
- BU Law alumni
- Individual(s) in charge of hiring:
  - Recruiting coordinator, HR manager, firm administrator
  - Hiring partner(s), managing partner, founding partner(s)
     It's OK to call the firm to ask!

<u>Avoid addressing a letter or email generally</u> ("To Whom It May Concern"; "Dear Recruiting Manager")



## **Email** the Contact

#### All emails should briefly state:

- Who you are mention personal or firm connection
- Specific purpose of email (use direct subject line)
- Connection to geographic location, if applicable

<u>Direct Apply</u>: State that you are applying for a specific position; attach resume and cover letter.

### <u>Networking/Informational Interview</u>:

- Attach Resume for "Information/Background"
- Suggest a platform (ex: Zoom)
- Suggest available dates and times
- Follow up (once) if no response after 1-2 weeks



#### **Boston University** School of Law

## **SAMPLE 3L E-MAIL to Out-of-State Employer**

Dear Ms.	,
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I am a third-year law student at Boston University School of Law with an interest in [practice area]. I am from [location] and plan to return to practice after graduation in [month, year.] In researching potential employers with a strong X practice, I learned that your firm specializes in this area and am eager to learn more about [firm name] [if an attorney: your practice and career trajectory.] This year, I am enrolled in [relevant classes] in order to learn more about X law.

While I am interested in learning if you hire entry-level associates, I remain interested in connecting with you even if there are no current openings.

I have attached my resume for your reference. Please let me know if you would be willing to have a short virtual meeting or phone call in the next couple weeks. If your schedule permits, I would greatly appreciate having the opportunity for a quick conversation.

Thank you for your time, and I look forward to connecting with you.

Best regards, [Your Name]



#### **Boston University** School of Law

## **SAMPLE 2L E-MAIL to Boston Employer (Alumni)**

Dear Mr.	
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I am a second-year law student at BU Law, and I found your information in the BU Law Alumni LinkedIn group. I am interested in pursuing a career in health law, and I would greatly appreciate the opportunity to speak with you about your practice at [firm name]. I worked in the health care field prior to law school, most recently at Partners HealthCare. I am particularly interested in X, and, to that end, I have [highlight relevant experiences/coursework/pre-BUSL exposure.] I hope to hear your thoughts and suggestions for someone entering the field.

I am writing to ask if you would be willing to meet briefly with me to discuss your career path, and your practice at [firm name]. I would also love to learn about any job opportunities at [firm name] for summer associates. Might you have time to speak briefly, either on the phone or virtually, whichever is most convenient? I have attached my resume for your reference, in case it is helpful.

I look forward to hearing from you. Thank you for your time and consideration.

Sincerely, [Your Name]



# **Prepare Your Application Materials**

### **Application Materials:**

- Review CDO's Guide to <u>Application Materials</u>
   <u>Resume</u> and <u>Cover Letter</u> Handbooks
- Draft clear, concise and convincing cover letters
  - Reference qualities/experiences in job posting where possible
- Have your materials reviewed by CDO
- Allow time for revisions

## **Deadlines**: apply ASAP

- Many are "rolling"
- When deadline is listed, apply early if possible



# **Prepare for Networking & Interviewing**

**Respond promptly** to all replies to your email inquiries.

Be mindful of your attire and, if virtual, your surroundings:

- Business attire (also helps your mindset)
- Uncluttered background
- Adjust lighting and sound (microphone/earbuds)
- Address possible distractions (roommates, pets, family)

**Practice** with a friend, family member, or CDO advisor.

 Have questions/discussion points ready based on your research of the firm and interviewer

Be punctual, and always follow up with a thank-you email.



## Why They Should Hire YOU

- You can hit the ground running and work independently
  - Have a desire and ability to learn on the job and assume responsibility
  - Are a problem-solver and self-starter, but also know when to seek help
- Knowledge of subject matter/clients
  - Highlight relevant pre-law school experience, clinical work, a concentration, journal work, upper-level seminar, etc.
- Interest in their firm
  - Environment (size and location)
  - Specialization/industry presence



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## **Seeking Jobs Beyond Boston**

## Job Postings:

- Reciprocity with other schools (opens December 2021)
- Check resources listed on Slide 9 and the handout

#### CDO Resources:

- o Firm Spreadsheets, Out of Town Guides, Career Guides
- Networking Tips
- Ask us about alumni willing to be contacted (location/practice area)

#### And more!

- BU Law LinkedIn Alumni Database
- Young Alumni Council
- State, local, and affinity group bar associations
- Vault's Best Midsize Law Firms by Region (NY, TX, Chi)
- <u>Law360</u> "Pulse" sections by state



## **Offers & Acceptances**

- Respond promptly to email or voicemail offers (even if simply to thank and acknowledge receipt)
- Convey your acceptance as soon as possible
  - Ok to request an extension, but usually no more than 2 weeks in total
- Once you accept, cancel upcoming interviews and do not schedule others
  - Not necessary to contact firms you haven't heard from
- Honor your employment commitments: if you accept an offer, you may not renege
- Update employment status in CareerHub

## **Meet Our 3L Panelists!**

- Aris Margosian Hutchings Barsamian Mandelcorn LLP (Wellesley, MA)
- Brandon Klages Williams McCarthy (Rockford, IL)
- Dalton Battin Prince Lobel Tye (Boston, MA) and Vicente Sederberg (Boston, MA)
- Maks Berger Frost Law (Annapolis, MD)

