

The Small and Mid-sized Firm Job Search

Office of Career Development & Public Service

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CDO Private Sector Advisors



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)

CareerHub Tips & Tricks

The screenshot displays the CareerHub interface for the Boston University School of Law. The left sidebar contains navigation links: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings (highlighted with a red arrow and callout 1), Appointments, Events, Experiential Learning, and Help & Support. The main content area is titled "OCI and Job Listings" and includes tabs for OCI, Job Listings (selected), 12Twenty Job Listings, Applied, and My Interview Availability. A search bar with the placeholder "Employer, Job Title, or Keyword" is highlighted with a red arrow and callout 2. Below the search bar are filters for Job Status, Employer, Job Title, and City, along with an "Add Filter" button and a "Reset" button. A red arrow and callout 3 point to the "Add Filter" button. The results section shows a table of job listings with columns for Job, Favorite, Job Status, and Application Status. The table lists five jobs: JSPP Staff Attorney, Research Assistant, Tax Attorney, 2021-2022 Law Clerk - Juvenile Court Department, and Law Fellow. Each job listing includes details such as location, application deadline, and status. A red arrow and callout 4 point to the "OCI and Job Listings" link in the sidebar. A red arrow and callout 5 point to the "Turn on email alerts for this search" button at the bottom of the page.

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Home
Profile
Target Employers
Employers
Contacts
Tasks
Activity Stream
OCI and Job Listings
Appointments
Events
Experiential Learning
Help & Support

OCI Job Listings 12Twenty Job Listings Applied My Interview Availability

Employer, Job Title, or Keyword

Job Status: Approved, Application Employer Job Title City + Add Filter Reset

Posting Date Results: 158

Job	Favorite	Job Status	Application Status
JSPP Staff Attorney ND Supreme Court Grand Forks Afb - ND 1 week ago Apply By: 03/13/2021 FEATURED	♡	Application Open	Not Applied
Research Assistant Questrom School of Business at Boston University Flexible/Negotiable New! Apply By: 03/01/2021	♡	Application Open	Not Applied
Tax Attorney Law Offices of Steven L. Walker Flexible/Negotiable New! Apply By: 12/21/2022	♡	Application Open	Not Applied
2021-2022 Law Clerk - Juvenile Court Department Massachusetts Trial Court Flexible/Negotiable 3 days ago Apply By: 02/26/2021	♡	Application Open	Not Applied
Law Fellow Yale University - Office of General Counsel New Haven - CT 4 days ago Apply By: 03/12/2021	♡	Application Open	Not Applied

Test User

Turn on email alerts for this search

My Saved Searches & Alerts

CareerHub Tips & Tricks: Filters

A screenshot of the CareerHub filter menu. At the top, there are buttons for '+ Add Filter' and 'Reset'. Below is a search bar labeled 'Search filters'. The menu is organized into sections: 'Job Posting - Job Details' (containing 'Apply via Email', 'Apply via External Link', 'Apply via This Site'), 'Country', 'Employer', 'External Job ID', 'Job Description', 'Job Status', 'Job Title', 'Location Type', 'Multiple Offices', 'Position Description', and 'Practice Area'. A red arrow points to the '+ Add Filter' button. A grey callout bubble with a red border contains the text: 'Filter #1: Position Type (summer, post-grad, etc.)'. Another red arrow points to the 'Position Description' filter option.

[summer]

Position Description

Summer

Q Search

☐ Select all

☐ Full-time

☐ Part-time

☐ Part-time during the semester

☐ Internship

☐ Resume Collection

☒ Summer

or

[post-grad]

Position Description

Full-time, Fellowship

☐ Select all

☒ Full-time

☐ Part-time

☐ Part-time during the semester

☐ Internship

☐ Resume Collection

CareerHub Tips & Tricks: Filters

The image shows a screenshot of the CareerHub filters interface. On the left, a vertical list of filter categories is shown. A red arrow points to the '+ Add Filter' button at the top, and another red arrow points to the 'Practice Area' category at the bottom. A central callout bubble contains the text: *Filter #2: Practice Area (think of as "employer type")*. On the right, the 'Practice Area' filter panel is expanded, showing a search bar and a list of options: 'Select all', 'Academic', 'Business/Industry', 'Government', 'Judicial', 'Law Firm' (which is selected and highlighted in blue), 'Public Interest', and 'Other'.

+ Add Filter ↺ Reset

Search filters

Job Posting - Job Details

- Apply via Email
- Apply via External Link
- Apply via This Site
- City
- Country
- Employer
- External Job ID
- Job Description
- Job Status
- Job Title
- Location Type
- Multiple Offices
- Position Description
- Practice Area**

Filter #2: Practice Area (think of as "employer type")

Practice Area

Law Firm

Q Search

- ☐ Select all
- ☐ Academic
- ☐ Business/Industry
- ☐ Government
- ☐ Judicial
- ☒ Law Firm
- ☐ Public Interest
- ☐ Other

CareerHub Tips & Tricks

The screenshot shows the CareerHub interface for the Boston University School of Law. The left sidebar contains navigation links: Home, Profile, Target Employers, Employers, Contacts, Tasks, Activity Stream, OCI and Job Listings (highlighted), Appointments, Events, Experiential Learning, and Help & Support. The main content area is titled 'OCI and Job Listings' and includes a search bar with the placeholder 'Employer, Job Title, or Keyword'. Below the search bar, there are tabs for 'OCI', 'Job Listings' (selected), '12Twenty Job Listings', 'Applied', and 'My Interview Availability'. A large, tilted callout box with a hand icon and a red bow says 'Don't forget to set email alerts!'. The job listings table has columns for 'Job Status' and 'Application Status'. The first row shows 'Application Open' and 'Not Applied'. The second row shows 'Application Open' and 'Not Applied'. The third row shows 'Application Open' and 'Not Applied'. The fourth row shows 'Not Applied'. The fifth row shows 'Not Applied'. The sixth row shows 'Not Applied'. At the bottom, a blue bar contains a bell icon and the text 'Turn on email alerts for this search', and a link to 'My Saved Searches & Alerts'. Two red arrows point from callout boxes to these elements. One callout box says 'Turn on email alert for each search' and the other says 'Rename your saved search'.

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OCI and Job Listings ⓘ

OCI Job Listings 12Twenty Job Listings Applied My Interview Availability

Employer, Job Title, or Keyword

Job Status: Approved, Application Open

Results: 158

Job Status	Application Status
Application Open	Not Applied
Application Open	Not Applied
Application Open	Not Applied
	Not Applied
	Not Applied
	Not Applied

Research Assistant
Questrom School of Business at Boston University
Flexible/Negotiable
New! Apply By: 03/01/2021

Tax Attorney
Law Offices of Steven L. Walker
Flexible/Negotiable
New! Apply By: 12/21/2022

2021-2022 Law Clerk - Juvenile Court Department
Massachusetts Trial Court
Flexible/Negotiable
3 days ago Apply By: 02/26/2021

Law Fellow
Yale University - Office of General Counsel
New Haven - CT
4 days ago Apply By: 03/12/2021

Labor & Employment Staff Attorney

Test User

Turn on email alerts for this search

My Saved Searches & Alerts

Don't forget to set email alerts!

Turn on email alert for each search

Rename your saved search

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, [BUSL Young Alumni Council](#)
- Review the [CDO's Networking Resources](#)
- ***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)
- [“Where 1Ls and 2Ls Have Worked”](#) Lists (CDO Website)
- [BU Law LinkedIn alumni database](#)
- [Vault’s Best Midsize Law Firms to Work For](#)
- [Martindale Hubbell](#), [Westlaw Profiler](#) (under “Tools”) and [Lexis Advance](#)
- **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 ([Law360](#), [Reuters Legal](#), [Bloomberg](#), etc.)
- CDO:
 - **Ask us about *Alumni Willing to Be Contacted***
 - Chat with 3L Private Sector Peer Advisor [Owen Marks](#)
 - [LinkedIn Alumni Database](#)
- 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!

Avoid addressing a letter or email generally

("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

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

Networking/Informational Interview:

- 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

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

Dear Ms. _____,

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]



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

Dear Mr. _____,

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 [Application Materials](#)
[Resume](#) and [Cover Letter](#) 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

Seeking Jobs Beyond Boston

- Job Postings:
 - [Reciprocity](#) with other schools (opens December 2021)
 - Check resources listed on Slide 9 and the handout
- CDO Resources:
 - [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)
 - [Law360](#) "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)