FIND THE RIGHT FIT. RISE TO THE TOP. IMPRESS AT THE OUTSET.

1. FIND AN EMPLOYER

IDENTIFY THE INDUSTRY
Use Bloomberg Law Dockets to identify potential employers. Docket Search allows you to quickly find law firms that litigate the type of cases in your practice area. If you would like to pursue Transactional Law, run a similar search through Dealmaker Document Search to find law firms that draft agreements in your area of interest.

BUILD YOUR NETWORK
Find the right people to connect with by using our People Search. Use the People Search link on Bloomberg Law to find in-depth profiles of graduates from your law school, as well as your undergraduate school. Explore these pages to understand your contact’s employment history and learn about related news.

REAL WORLD TIP
MAKE A CONNECTION
Now that you have a list of names outside of the traditional OCI options, write a personalized letter or email, or use LinkedIn to connect. The most important step to take when networking is the first one: REACH OUT.

2. ACE YOUR INTERVIEW

KNOW THE EMPLOYER
Use Company Profiles to find information about a firm or corporation and to identify news and litigation that specifically relates to them. Show your interviewers that you have done your homework by looking at BNA Law Reports in their practice area, and come up with specific questions to ask.

EMPHASIZE YOUR RESEARCH SKILLS
A critical part of every first law job is legal research. Show potential employers that you have taken the extra step to become proficient at legal research by becoming Bloomberg Law certified. Certification looks great on your resume and will ensure that you conduct legal research effectively.

REAL WORLD TIP
SHOW INTEREST
Use what you know about your employer’s work product, clientele, and news presence to weave your own strengths into the conversation. This will demonstrate how you bring value to the firm and its clients.

3. EXCEL ON THE JOB

UNDERSTAND YOUR RESOURCES
Start the job strong with a working knowledge of all legal research databases; introduce yourself to the librarians, paralegals, and other associates; and, don’t be afraid to ask for help. Bloomberg Law help is available to you 24/7 at blawhelp@bna.com. We’re here for you as a student and will continue to support you in practice.

STAY ORGANIZED AND INFORMED
Use Workspaces to stay organized and file your research notes and documents in a secure, electronic place. Set Search Alerts in the News and BNA Law Reports to stay abreast of hot topics and issues important to your firm, judge, or clients.

REAL WORLD TIP
BE PREPARED
Always attend meetings with a notebook and pen. Take notes and ask for information about deadlines. You may be asked to hand in what you have. Do your best to make sure your rough draft is always as good as if it were your final and only draft.
10 TIPS TO HELP YOU LAND THE JOB YOU WANT

1. KNOW THE INDUSTRY
Research potential employers and the industry to see what they do. Know what the field entails before you walk through the door. Match your qualifications and skills with the job you desire.

2. START EARLY
Expect to put as much time and energy into your job search as studying for a class. Motivation, attitude, and consistent effort are keys to your success.

3. GET OUT AND NETWORK
Take advantage of opportunities to meet people and connect. A resume does not tell your full story. Show your personality and let it shine. Impress potential employers with your ability to converse intellectually.

4. CLEAN IT UP
Maintain a professional presence online. A potential employer can find and view your Facebook, online dating, or other social media profiles with one click. While your friends may appreciate your crazy photos, your employer will not.

5. DRESS THE PART
Dress up for interviews and act like a professional. It is better to show up to an interview overdressed and overprepared than underdressed and underprepared.

6. EMPHASIZE YOUR SKILLS
Show potential employers your superior research skills by becoming Bloomberg Law Certified. Certification demonstrates your ability to conduct research effectively and proficiently. Employers are looking for candidates who can start strong on day one.

7. BE PERSISTENT
Reach out to and follow up with potential employers that interest you. Be professional in all communications. Check your spelling and grammar. The first impression, even via email, is everything.

8. BE HONEST
Whether you are applying for a job or interviewing, do not embellish your skills and experience. Highlighting your favorable skills and abilities is vastly different from painting a false picture of yourself. Remember, you have to back it up once you get the position.

9. DO NOT MAKE EXCUSES
If an interviewer or employer asks you about a bad grade or another sticky issue, confidently address it head-on. Being defensive only looks bad for you. Be positive, accept criticism, and listen carefully. You have the chance to prove yourself by how you respond in these situations.

10. SEND THANK YOU NOTES
Prepare an email or hand-written thank you letter that emphasizes your interest in the job. Thank the interviewer for their time. Highlight a personal conversation you had during the interview. Show them that you take the extra step.