**Green Resource Sheet**

**Networking/Small & Midsized Firms**

**Online Resources**

**Symplicity** – https://law-kent-csm.symplicity.com/students. Symplicity is Chicago-Kent’s online job posting site. Many small and medium-sized law firms send us postings for law clerk positions and full-time positions. It is an important **first stop** for students seeking jobs. It is also where students can upload their resumes and cover letters, access the Document Library, request appointments with their career advisors, etc.

**Chicago Area Law Firm List** – A/k/a the “Four or More” list, is a list of Chicago-area law firms with 4 or more attorneys. There are more than 750 firms on the list. To access it, log onto Symplicity, click on “View Document Library” (located on the right side of the page under the “More” heading). Scroll down until you see the list. The Chicago Area Law Firm List is a great starting point for identifying law firms according to practice area and size.

**Firm Websites** – All but the smallest of law firms will have a website. The sites are likely to include a firm profile, a list of practice areas, lists of branch offices, if any, and attorney biographies.

**Martindale.com** – www.martindale.com. On Martindale you can search for attorneys and law firms according to location, practice area, and law school. It is great for finding attorneys in your target geographic area who practice in your area(s) of interest. Search for Chicago-Kent alums by typing “Chicago-Kent” in the law school section when searching for attorneys.

**Lexis** – Lexis has many functions that help you find lawyers/law firms as well as gather information that will help prepare you for interviews. Click on the Lexis career development tab, or use Lexis to search for Chicago-Kent grads, recent news stories about a particular employer, or recent cases the firm has been involved with, etc.

**Westlaw** – Westlaw has a “Career Focus” section with resources that will assist you in conducting your job search, researching employers and employment trends. You can also use Westlaw’s “Profiler” database research various It also provides free professional development courses.

**LinkedIn** – LinkedIn is an online professional networking site that any user can join, create a personal profile, and link to professionals they know. There are 2,500+ Chicago-Kent affiliated users on LinkedIn, join the Chicago-Kent Group to access them all. If you are not familiar with LinkedIn, use the “Learning Center” section, located under the “More” tab, for an overview and tips on making the most of the site.

**Alumni Career Advisor Network** – To help you connect with a strong network of Chicago-Kent alumni, the Office of Alumni Relations has developed the “Alumni Career Advisor Network.” Alumni from around the world are available to discuss issues such as practice trends, legal markets in specific geographic areas, and other career-related topics. This is an excellent opportunity to start building your personal network with Chicago-Kent alumni! For instructions, please visit http://www.kentlaw.iit.edu/career-preparation/career-services/students/alumni-career-network.

**Iardc.org** – This is the website for the Attorney Registration and Disciplinary Commission of the Supreme Court of Illinois. It is a great tool for finding the contact information for attorneys, as well as checking on whether any disciplinary charges have been brought against any potential employers.

**Print Resources**

**“The Official Guide to Legal Specialties,”** by Lisa L. Abrams. This resource provides a descriptive glimpse into thirty legal practice areas. Not sure what you want to practice? Read this book first so that you get a better idea of your options.

**“Choosing Small Choosing Smart, Job Search Strategies for Lawyers in the Small Firm Market,”** by Donna Gerson. This book offers information on how to understand the small firm market, including how to approach firms effectively, how to negotiate the best salary and benefits package with an employer and how to succeed as a small firm lawyer. It is available in the CSO (please note that it cannot be checked out).
“Guerrilla Tactics for Getting the Legal Job of Your Dreams,” by Kimm Walton. Discusses the entire job search process from personal assessment to resume writing, interviewing and salary negotiation. Also addresses non-traditional jobs for lawyers.

“How to Work a Room: The Ultimate Guide to Savvy Socializing in Person and Online,” Susan RoAne. The “classic” book for the inexperienced as well as the experienced in networking. Identifies numerous strategies to utilize contacts and avoid common mistakes.

Sullivan’s Law Directory – Available in the CSO and includes contact information for Chicago-area attorneys. A great resource if you would like to follow up with an attorney, but do not have their contact information.


Additional Resources

Chicago Bar Association (CBA) – www.chicagobar.org Joining the CBA, and other local bar associations, is a great way to meet practitioners and learn more about different areas of law. Student membership costs $12 per year. The CBA has committees for many areas of law and they meet on a monthly basis. Attending these meetings for your area(s) of interest is a great way to learn about what is going on substantively in that area of law as well as meet practitioners in those areas.

CSO Staff – To discuss your particular interests and job search strategy, please make an appointment to meet with your assigned career advisor. The better your career advisor gets to know you, the better they will be able to help tailor your job search strategy to fit your particular interests and circumstances.

CSO Handouts/Website – The CSO has many handouts online at http://www.kentlaw.iit.edu/career-preparation/career-services/students. Handouts on networking, informational interviews, etc. are under the “Career Strategies” tab. The CSO’s website also contains useful information on job search links, resources, articles, videos of past programs and much more.

Events to Keep in Mind

ASCK Week - ASCK Week is an extravaganza of opportunities for students to network and connect with Chicago-Kent Alumni and gain valuable career-related skills. ASCK week will move to the Spring semester in 2013.

Exploring Careers Programs – In the fall, the CSO hosts a series of “Exploring” panels to familiarize students with a wide variety of careers paths. The Small & Midsize Firm Program is typically held in October. The CSO also co-sponsors programs on different areas of law with various student groups throughout the year.

Small & Midsize Firm Reception – Each spring, the CSO hosts a Small & Midsize Firm Reception. At this event (which will follow the SBA’s “Get Ready, Get Set, Get Hired” event this April) representatives from a variety of small and midsize firms in the Chicago area are available to answer student questions about the benefits of working in this segment of the legal market.

Local Bar Organization Receptions/Events - Bar Associations are one of the best ways to network and should be utilized extensively throughout your legal career to meet new people and stay on top of the latest practice developments in your area of law. Many bar associations host social events, seminars and other occasions where you can meet practicing attorneys.

Chicago-Kent Sponsored Networking Receptions – Throughout the year, different student groups and departments at Chicago-Kent host networking receptions. These are wonderful opportunities to meet practitioners and expand your legal network. Just a few of such events that were held during the 2011-2012 school year include: Corporate Counsel Night, Diversity Networking Reception, International Law Career Panel and Immigration & International Law Networking Reception and an Alternative Career Day Networking Reception.