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# CAREER SEARCH WORKSHOP

PRESENTED BY

RENEE LOHEED, PATTI MATTHIE, KIRA DUZIK & ABIGAIL PARENTE



## INTRODUCTION

**RENEE LOHEED**, REGIONAL MANAGING DIRECTOR

**PATTI MATTHIE**, MARKETING AND ADMINISTRATIVE MANAGER

**KIRA DUZIK**, SENIOR RECRUITER

**ABIGAIL PARENTE**, SENIOR RECRUITER



## INTRODUCTION

### WHO WE ARE

Founded in 1988, Exclusively Legal builds on more than 36 years of staffing industry expertise. The Exclusively Legal Team collectively represents more than 100 years of hands-on legal experience, specializing in attorney placement and legal staffing for law firms, corporate legal departments and large-scale document review projects.

## CORE VALUES

### ★ Deliver Our Best

We deliver our best by doing the basics of our business superbly well. We are responsive and dedicated.

### ★ Commitment

We are committed to acting in the best interest of our clients, candidates, and each other. We keep our promises.

### ★ Creativity

We distinguish ourselves in the marketplace by adding value. We are flexible and innovative in our approach with our staff, clients and candidates.

### ★ Integrity

We value fairness, honesty and respect in our relationships with clients, candidates and each other.

### ★ Communication

Our ability to live our values is dependent on open and respectful communication in all that we do.

**“In the middle of difficulty lies opportunity.”**  
– Albert Einstein

**“View change as an opportunity, not a threat.”**  
– Katherine Pulsifer



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## PREPARING FOR YOUR SEARCH

### WHERE TO START LOOKING

#### ONLINE RESOURCES

- [www.monster.com](http://www.monster.com)
- [www.careerbuilder.com](http://www.careerbuilder.com)
- [www.craigslist.com](http://www.craigslist.com)
- [www.indeed.com](http://www.indeed.com)
- [www.lawcrossing.com](http://www.lawcrossing.com)
- [www.intelproplaw.com](http://www.intelproplaw.com)

#### NEWSPAPERS

- San Diego Daily Transcript  
[www.sddt.com](http://www.sddt.com)
- The San Francisco Recorder  
[www.law.com](http://www.law.com)
- San Diego Business Journal  
[www.sdbj.com](http://www.sdbj.com)
- The Daily Journal  
[www.dailyjournal.com](http://www.dailyjournal.com)
- The Orange County Register  
[www.ocregister.com](http://www.ocregister.com)
- The Union Tribune  
[www.signonsandiego.com](http://www.signonsandiego.com)

#### LEGAL ASSOCIATIONS JOB SITES

- Paralegal Association
- San Diego Legal Secretaries Association
- International Legal Technology Association

#### OTHER SOURCES

- Legal blogs
- School alumni associations
- Employment agencies

## LEGAL RESOURCES

- San Diego Paralegal Association (SDPA)
- San Diego Legal Secretaries Association (SDLSA)
- Association of Corporate Counsel – America (ACC-A)
- IP Professional Connection
- International Legal Technical Association (ILTA)
- National Association of Legal Assistants (NALA)
- National Association of Legal Professionals (NALP)
- American Association for Paralegal Education (AAfPE)
- Association of Legal Administrators (ALA)
- State Bar Association

## NETWORKING – THE KEY TO YOUR SUCCESS!

Experts tell us that networking is the most important part of any job search and that we need to do it all the time – not only at conferences and business lunches, but also at family BBQs, PTA meetings, and even the grocery store. Think about your primary and secondary contacts, then consider all of the various connections you have within your industry, and **their** networks. At any given time, 80% of jobs are not published, and up to 60% of people surveyed said they got their last job by networking.

### WORKING YOUR NETWORK – WHO DO YOU KNOW?

- Who do you know and who is in their network?
- Elevator speech
- Industry organizations: associates and business partners
- Volunteering, community outreach and church
- Alumni connections
- Reaching out to new contacts
- Reciprocate
- Use both your personal and professional network
- Connections through your children: teachers, parents, etc.
- Electronic connections: LinkedIn or Facebook (use with caution!)
- Keep relationships alive

## NEWTWORKING TIPS

- Make your desires known – prepare an “elevator speech”. Prepare a 30 second or less, upbeat and concise summary of what you’re looking for: who you are, what you do and what you’re hoping to find.
- Make the most of company internal referral programs – ask an inside contact to pass your resume along – often puts you “on top of the pile”.
- Use the Alumni connection.
- Look for ways to add value to others – don’t be selfish – networking is a 2-way street. Utilize your contacts for the benefit of others.
- Build relationships. People refer people they know. Consider dropping a note to a new contact, pass along an interesting article, follow up on something they’ve expressed interest in. Volunteer.

### NETWORKING TIPS (Cont.)

- Diversify relationships. Look for people who are outside your own area of familiar comfort. Get out of your comfort zone. Limiting yourself to relationships with people who are like, who see the world in the same way you do, is one of the most dangerous things you can do in your career.
- Work on yourself. Solicit feedback about your effectiveness and how others view you. Improve your communication skills.
- Socialize. A lot. Be open to everyone you meet.
- Use your natural tendencies – decision making, information gathering, targeted planning, closing a deal. Don't forget the basic rule of timely and personal follow-up.
- Remember that executives find their next employees through interesting networking: vendor relationships, informational interviews where you make an impression, volunteer activities/award dinners, "chance meetings", church, baseball games, kid/parent activities, gym/jogging.



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## YOUR OBJECTIVE

### WHERE DO YOU WANT TO GO?

- What do you REALLY want to do?
- What do you do well?
- What is the most important?
  - Money vs. life balance
  - Job satisfaction and making a difference
- Personality Tests
  - Myers Briggs type indicator
  - Kersey Temperament Sorter
  - Strong Interest Inventory

## WRITING AN EFFECTIVE RESUME

- 1 – 2 pages in length
- Clear, concise and in a logical order; experience should be in chronological order
- Be specific regarding job responsibilities and roles
- Total time at the company
- First person, but omit the “I”
- Keep verb tense consistent and use action verbs
- List experience first, education second
- Light on educational credentials, unless it really matters
- Tailored for the position you’re applying for
- Quantify and qualify
- Have someone else proofread
- List professional contact information: cell number and email address

## POLISHING YOUR RESUME

- It is not necessary to include personal information such as hobbies and interests
- Have your references readily available upon request but not included on your resume
- An “objective” section can be omitted
- Always have a professional email address and voicemail greeting
- Let your experience and accomplishments, and not fancy fonts or paper, speak for themselves



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## RESUMES

### ACTION WORDS – CREATE A HIGH IMPACT RESUME

Achieved	Coordinated	Formulated	Prioritized
Adapted	Defined	Generated	Produced
Addressed	Delegated	Implemented	Projected
Administered	Demonstrated	Improved	Promoted
Advised	Detailed	Incorporated	Provided
Analyzed	Developed	Influenced	Reconciled
Applied	Devised	Initiated	Refined
Assessed	Diagnosed	Instituted	Reviewed
Attained	Directed	Introduced	Solved
Budgeted	Drafted	Investigated	Stimulated
Communicated	Established	Launched	Streamlined
Compiled	Evaluated	Maintained	Strengthened
Conceptualized	Examined	Managed	Supervised
Conducted	Expedited	Marketed	Trained
Consolidated	Facilitated	Mediated	Utilized

## SPECIAL RESUME RULES

- Employ a Functional/Targeted/Professional format
  - “Qualification Summary” vs. “Objective”
  - “Experience Highlights”
  - “Employment History”
  - “Education”
  - “Community Involvement”
- Focus on your Transferable Skills
- References
  - Professional references vs. personal references
  - Reference letters are always helpful
  - Notify your reference before you list them

### WRITING AN EFFECTIVE COVER LETTER

- Write in standard business format. Personalize the letter for the job opening.
- Be clear, concise and brief. Cover letters should be no more than 1 page, preferably just a few, well-written paragraphs.
- Let the employer know up front how you heard about the job opening.
- Address the employer's needs. Employers hire people who can fill specific needs. Communicate that you are that person.
- Show how the employer will benefit by hiring you. Cite the skills and personal qualities that show why the employer should interview you over other potential candidates.
- Do your homework! Express interest in and knowledge of the company.
- Use your cover letter to express your objective, rather than your resume.

### WRITING AN EFFECTIVE COVER LETTER (Cont.)

- Explain any gaps in employment history or detours from your profession.
- Don't include frivolous information – make every word count. Information about marital status, children, volunteer work doesn't belong in a cover letter unless it relates to your profession or explains gaps in your employment history.
- Proofread your letter carefully. Don't rely on spell check or grammar check to ensure that your work is accurate.
- Initiate the next step at the end of your cover letter. Thank the employer for his or her time and let the person know that you will be following up.
- Be courteous of the prospective employer's time. It takes time to review resumes. Don't let your interest in the position become an annoyance to the employer. Be persistent, not pushy.

### INTERVIEW PREPARATION

- Research the company, the industry and your interviewer
- Research any potential contacts you have
- Refresh your memory about what is in your resume, and use the same resume you originally submitted
- Come prepared with a handful of thoughtful questions to ask
- Master a few brief statements/quotes from references
- Be prepared to answer behavioral questions: "Describe a time when..."
- Know the company values

### STANDARD INTERVIEW QUESTIONS

- Be prepared to answer standard interview questions
  - Why did you leave your last job?
  - What sets you apart from your peers?
  - Know yourself – strengths and weaknesses.
  - In what areas of your profession do you excel?
  - Share any cost savings initiatives you have generated.
  - Describe your communication skills.

### ENGAGE THE INTERVIEWER

- Prepare questions to ask to engage the interviewer and find ways to interject in a conversational way.
  - What characteristics are you looking for in this role?
  - What do you perceive as your greatest challenges?
  - Describe the company's most successful individuals.
  - What distinguishes the company from its competitors?
  - What do you enjoy about working with the company?
  - Why is this position open?
  - What are the next steps?

### KEYS TO A SUCCESSFUL INTERVIEW

- Be punctual – allow plenty of time for parking
- Have a solid, firm handshake and maintain eye contact
- Dress for success
- Come prepared with paper and pens for note taking
- Be respectful to everyone you interact with, especially the receptionist
- **Interview to get an offer**
- Have a positive and flexible attitude, be energetic and engaged
- Focus on the interviewer, the company and the position: eliminate self interest from the initial interview
- Answer questions with specific examples of past successes
- Focus on how your skills are relevant to the position
- Send a thank you note afterwards to reiterate your interest – **stand out**
- Follow up

### INTERVIEW ETIQUETTE

- Be courteous to people with sensitive senses of smell and limit your perfume, cologne or smoking
- Dress for success: cleavage, excessive jewelry/accessories, visible tattoos and body piercing are inappropriate
- Remove the temptation of answering your cell phone and turn it off completely for the duration of the interview process, including waiting time
- The completion of paperwork, applications or forms is required so take the time and care to fully comply
- Focus on positive aspects from previous work experiences, environments, employers and peers
- Self-serving questions are inappropriate during the initial interview
- Having gum or candy in your mouth is distracting

### DRESS CODE

The preferred standard of dress at a law firm is traditional business attire. As professionals, we must be mindful that our clients, visitors and business guests may judge a firm by the general appearance of lawyers and staff in the workplace. First impressions may be the most lasting. We must be careful to present an image of professionalism at all times, which includes business clothing that is neat, clean and pressed.

## DRESS CODE FOR WOMEN



### PROFESSIONAL

- Business Suit or Dress
- Nylons a must
- Dress Shoes
- Conservative Jewelry



### SEMI-PROFESSIONAL

- Office Skirt
- Slacks with Blouse
- Jacket
- Office Shoes or Boots



### BUSINESS CASUAL

- Casual Pants
- Casual Dresses
- Flats or Sandals

## DRESS CODE FOR MEN



### PROFESSIONAL

- Suit
- Dress Shirt
- Tie
- Dress Shoes



### SEMI-PROFESSIONAL

- Slacks
- Dress
- Sports Coat
- Jacket



### BUSINESS CASUAL

- Dockers
- Knit Shirt with Collar
- Button-up Shirt

### JOB OFFERS: MAKING THE RIGHT DECISION

- Will you enjoy the work that you will be doing?
- Will you be functional in the new position in a reasonable amount of time?
- Is the reputation of the company consistent with your goals?
- Will the chemistry between you and your co-workers be right for you?
- Does the chemistry seem right between you and your supervisor?
- Is the compensation fair?
- Will your benefits be severely impacted either positively or negatively?
- Will growth opportunity be in line with your personal goals?
- Is the location acceptable?

### **JOB OFFERS: MAKING THE RIGHT DECISION (Cont.)**

- Is the company's philosophy of doing business and its management style compatible with your needs?
- How will accepting the position affect your lifestyle or your family relationships?
- How will accepting the position affect your partner's career or education?
- Do you have any "red or yellow flags" about the opportunity?
- How would you respond to a potential counter offer from your current employer?
- Are you excited about the opportunity?



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## SAN DIEGO LEGAL MARKET

	IP/Patent	Corporate/Transactional	Litigation
Available Positions	<ul style="list-style-type: none"> <li>▪ Foreign filing</li> <li>▪ Patent prosecution</li> <li>▪ IP Litigation paralegal</li> <li>▪ Docket clerks</li> <li>▪ Patent agents</li> <li>▪ File clerks</li> <li>▪ Patent administrators</li> <li>▪ Case assistants/project assistants</li> </ul>	<ul style="list-style-type: none"> <li>▪ Legal secretaries</li> <li>▪ Paralegals</li> <li>▪ Contracts administrators</li> <li>▪ Corporate secretaries</li> <li>▪ SEC/IPO specialists</li> </ul>	<ul style="list-style-type: none"> <li>▪ Legal secretaries</li> <li>▪ Paralegals</li> <li>▪ Litigation support</li> <li>▪ E-discovery</li> <li>▪ IT database support</li> </ul>
Where to Look	<ul style="list-style-type: none"> <li>▪ Law firms</li> <li>▪ Biotech firms</li> <li>▪ Pharmaceutical companies</li> <li>▪ IP websites</li> </ul>	<ul style="list-style-type: none"> <li>▪ Law firms</li> <li>▪ In-house ACC-A jobs</li> <li>▪ Business Journal</li> <li>▪ Large Fortune 500 companies</li> <li>▪ San Diego-based corporations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Law firms</li> <li>▪ E-discovery firms</li> <li>▪ Vendors</li> <li>▪ Newspapers</li> </ul>



## EXCLUSIVELY LEGAL TEAM

**RENEE LOHEED, Regional Managing Director**  
**rloheed@exclusivelylegal.com**  
**619-595-0440**

As regional managing director, Renee's expertise in legal staffing is a combination of 10 years experience in law firm and corporate legal environment and 20 years in the legal staffing industry. In her 17 years with Exclusively Legal, Renee successfully expanded the company throughout California and Nevada, and currently oversees all operations. To date, Renee says her proudest accomplishment is developing and mentoring the remarkable teams she works with at Exclusively Legal.



## EXCLUSIVELY LEGAL TEAM

**PATTI MATTHIE, Marketing and Administrative Manager**  
**[pmatthie@exclusivelylegal.com](mailto:pmatthie@exclusivelylegal.com)**  
**619-595-0440**

With five years at Exclusively Legal, Patti's responsibilities as marketing and administrative manager include supervision of the San Diego office and overseeing networking and marketing opportunities for the company. Previous experiences include owning an event planning company in which she was nominated for entrepreneur of the year and serving as catering manager for the La Costa Resort and Spa.



## EXCLUSIVELY LEGAL TEAM

**KIRA DUZIK, Senior Recruiter**  
**[kduzik@exclusivelylegal.com](mailto:kduzik@exclusivelylegal.com)**  
**619-595-0440**

As senior direct-hire recruiter, Kira's five-year career with Exclusively Legal is complemented by six years of hands-on legal experience with law firms specializing in civil litigation. Her background also includes financial consulting for Smith Barney's private client group. Kira frequently speaks on topics such as resume and job search strategies for legal professionals and recently lectured on attorneys in transition.



## EXCLUSIVELY LEGAL TEAM

**ABIGAIL PARENTE, Senior Recruiter**  
**aparente@exclusivelylegal.com**  
**619-595-0440**

Now in her fifth year at Exclusively Legal, Abigail serves as senior contracts recruiter and also manages key client accounts. Previously, Abigail recruited from University of San Diego's paralegal program and worked for international law firm Brobeck, Phleger & Harrison. Abigail frequently lectures on career topics at local universities and associations.