Are You For Hire?
Editor’s Note

Much of this issue is dedicated to the Office of Career Planning and the services it provides to students seeking either clerkships during law school or full time positions upon graduation. The Career Planning Office devotes an invaluable service to students in their job-hunting pursuits. Not only is it a channel for potential interviews, it is also a source for ideas about how to track a position on your own. For example, when I was a first year student, I attended a seminar at which the placement personnel spoke on how to get a clerking job. They didn't seem to feel it was unreasonable for one to go door to door through the halls of a law office building with a resume in hand. Sometimes that is the sort of aggressiveness employers like to see. The telephone provides another alternative to this type of strategy. Call a few places and ask if they are looking for a law clerk and/or what sort of person they would hope to hire. In fact, that is the strategy I used in securing my present position with a Cleveland patent law firm.

People in the Office of Career Planning have suggested the use of “interest interviews.” That is, you could phone a potential employer, and ask to speak with someone in the firm or corporation. Tell the employer you are not seeking a job for yourself, but that you simply wish to find out what it is like to work in that field. You actually conduct the interview. I have done this and found the experience quite worthwhile. Sometimes the people you speak with at these interviews offer suggestions as to how to find employment, and it's possible that someone may know of an opening in the area. He or she may even offer you a job.

No matter which method you choose to follow in securing employment, always remember to be positive and to sell yourself. YOU have to believe in yourself before anyone else will believe in you.

Good luck to all third year students who are seeking full time employment, and to all others who are seeking positions as law clerks and legal interns.

Sandra M. Kowiako

Infra.

ARE YOUR FOR HIRE? . . . 3  Résumé Approval Process 10
... Career Planning Has The Answer 4  Judicial Externship 10 & 13
Financial Aid News 5  The Interview 11
Résumé Checklist 6  Law Alumni Association 12
Cover Letters 8  Legal Clinic To Close 13
Paying Homage To The Constitution 9  Breaking Through The Silence 14
Moody Chairs Committee 15

THE GAVEL
Cleveland-Marshall College of Law
Cleveland State University
Cleveland, Ohio 44115
(216) 687-2340

EDITORS
Sandra Kowiako
Debbie Gibula
Rick Smith

ADVERTISING MANAGER
Lynn Howell

Staff Members
Doug Davis
Richard Loiseau

STAFF PHOTOGRAPHER
Lynn Howell

FACULTY ADVISOR
Thomas D. Buckley

TYPESET and PRINTED BY
Cleveland State University

Permission to reprint any part must be obtained in writing from The Gavel.
This issue of The Gavel marks the first time an entire section has been devoted to student placement. It is the result of student concern, faculty support and as in all projects, the dedication of support staff. I would like to thank the many people who contributed.

Shelly Lafferty and Tom Allison are student representatives to the Placement Committee who have provided valuable suggestions throughout this year. As liaisons to student groups, they have turned ideas into action.

Professor Werber has provided leadership to the Committee. Responding to his constant flow of new ideas has been a challenge. Committee members Thomas Buckley, Joel Finer and Forrest Weinberg have risen to these challenges and beyond.

Dean Robert L. Bogomolny has met with employers to develop employment opportunities and promote the hiring of Cleveland-Marshall students and graduates. He is currently working to increase the number of students who accept Judicial Clerkship appointments.

Cleveland State University’s Career Services Department has provided a wealth of information. Many of their successful ideas have been incorporated into the articles in this issue.

Virginia Cavanagh, Office of Career Planning Secretary, has worked to type and re-type my many revisions with her usual good cheer.

Mary Pat DeChant, a recent alum, took time out from her job as a Judicial Clerk to Cleveland-Marshall alum and alumni Board of Trustee Judge John T. Patton to share her experiences in the article she authored for this issue.

Richard S. Abram, a 1986 graduate now employed as a real estate attorney in Atlanta, graciously permitted use of his résumé in this issue.

Debbie Gibula, The Gavel editor, worked to contribute ideas and follow through on the many details that transform typed pages into a student newspaper.

To all of these individuals go my thanks and appreciation.

Sincerely,
Pamela Lombardi

Bar Passage
Cleveland-Marshall ranks third among Ohio’s nine law schools in first-time bar passage success. Use this information to your advantage when discussing the college with prospective employers.

<table>
<thead>
<tr>
<th>School</th>
<th>Ranking</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Cincinnati</td>
<td>1</td>
<td>94</td>
</tr>
<tr>
<td>Ohio State University</td>
<td>2</td>
<td>93</td>
</tr>
<tr>
<td>Cleveland-Marshall College of Law</td>
<td>3</td>
<td>90</td>
</tr>
<tr>
<td>University of Dayton</td>
<td>3</td>
<td>90</td>
</tr>
<tr>
<td>Case Western Reserve University</td>
<td>4</td>
<td>88</td>
</tr>
<tr>
<td>University of Toledo</td>
<td>5</td>
<td>86</td>
</tr>
<tr>
<td>University of Akron</td>
<td>6</td>
<td>85</td>
</tr>
<tr>
<td>Ohio Northern University</td>
<td>7</td>
<td>80</td>
</tr>
<tr>
<td>Capital University</td>
<td>8</td>
<td>76</td>
</tr>
</tbody>
</table>

Starting Salaries for Graduates of Cleveland Law Schools

<table>
<thead>
<tr>
<th>Firms Size - Number of Attorneys Employed</th>
<th>Salary Range</th>
<th>Average Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - 10</td>
<td>$14,000 - $26,000</td>
<td>$20,699</td>
</tr>
<tr>
<td>11 - 25</td>
<td>$17,000 - $39,000</td>
<td>$26,700</td>
</tr>
<tr>
<td>25 - 50</td>
<td>$28,000 - $47,000</td>
<td>$35,900</td>
</tr>
<tr>
<td>50 - 100</td>
<td>$23,500 - $52,000</td>
<td>$37,600</td>
</tr>
<tr>
<td>100 +</td>
<td>$34,000 - $54,000</td>
<td>$41,000</td>
</tr>
</tbody>
</table>

March, 1987
A resume has one purpose - it should motivate an employer to interview the applicant. Once invited for an interview, the candidate can fill in the details. Thus, a resume is a brief summary of the candidate’s qualifications, both personal and professional.

Resumes present facts and create an image. Facts include name, dates of employment and degrees earned. Image is created in the way the writer describes experiences.

Knowing who will review the resume, how it will be reviewed and what law firms look for in candidates makes resume preparation easier.

Write To A Specific Audience

Resumes are reviewed by senior associates or junior partners depending upon the size and organization of the firm. The typical individual will have gone directly to law school from undergraduate school. This individual will have entered the practice of law directly out of law school. As such, the person reviewing the resume will not be well-versed in careers outside of law, may not be familiar with the wide variety of undergraduate degrees now offered and may not have had the opportunity to interview individuals who entered law school many years after obtaining an undergraduate degree.

Strong resumes write to this audience.

If you have established a career outside of law, describe and quantify the experience so it can be understood and evaluated by the reader. Examples include:

"Contract Representative, Military Products Reporting to Vice President, Business Development, assumed full responsibility for marketing, pricing, new product development and contract negotiation of military fire protection product line. Profit center grew from annual sales of $.7 million to $3 million over three year period."

or

"Manager, Government Policy Analysis

. . . Planned and implemented state wide legislative conference for 400 individuals representing corporations, associations, professional firms, and the Ohio Legislature and raised 90 percent of funds for event which amounted to $500,000."

An attorney can read these descriptions and begin to appreciate scope of responsibility, specific duties and accomplishments.

Placement Statistics

Below is a breakdown of the placement statistics for the graduating classes of 1985, 1984, and 1983.

<table>
<thead>
<tr>
<th>EMPLOYMENT BREAKDOWN FOR EMPLOYED 1985, 1984 &amp; 1983</th>
<th>BREAKDOWN OF THOSE RESPONDENTS</th>
<th>IN PRIVATE PRACTICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATES RESPONDING TO NALP SURVEY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Number(/%)</td>
<td>Number(/%)</td>
</tr>
<tr>
<td>Private Practice</td>
<td>75 (48)</td>
<td>69 (45)</td>
</tr>
<tr>
<td>Business</td>
<td>34 (22)</td>
<td>40 (26)</td>
</tr>
<tr>
<td>Government</td>
<td>12 (8)</td>
<td>26 (17)</td>
</tr>
<tr>
<td>Judicial Clerkships</td>
<td>12 (8)</td>
<td>7 (5)</td>
</tr>
<tr>
<td>Academic</td>
<td>2 (1)</td>
<td>3 (2)</td>
</tr>
<tr>
<td>Public Sector</td>
<td>18 (12)</td>
<td>7 (5)</td>
</tr>
<tr>
<td>Military</td>
<td>1 (0.5)</td>
<td>0 (0)</td>
</tr>
<tr>
<td>Not Reported</td>
<td>01 (0.5)</td>
<td>0 (0)</td>
</tr>
<tr>
<td>Total</td>
<td>155 (100)</td>
<td>152 (100%)</td>
</tr>
</tbody>
</table>
Career Planning . . . Résumés

How Law Firms Process Applications

Once the resume reaches the firm, it is reviewed along with all other resumes received. Each resume is skimmed to pick out pertinent facts. Resumes must, therefore, be organized so important facts stand out during this skimming process. Do underline headings and use capital letters to highlight information. Avoid long paragraphs as the reader will not wade through lengthy sections to pull out important facts. Make sure the resume has ample margins and “white space” so it appears easy to read.

As resumes are skimmed, they are divided into “interview” and “no interview” piles based on a series of “cuts.” For example, the first cut may be based on law school grade point average. All resumes with averages below a certain cut off point along with those resumes that have no indication of grades are put in the “no interview” pile. The next cut may be made based on limited work experience. Some employers use misspellings and grammatical errors to disqualify candidates because writing skill is so critical to the practice of law.

This “cutting” process continues until the reviewer has a semi-finalist list of potential hires. In large firms, the semi-finalist resumes may be routed to members of the firm to be further whittled down. In smaller firms, all semi-finalists may be invited for interview.

Listing references on the resume may cause a difference between whether your resume makes it into the “interview” pile. If there are two equally qualified candidates and one lists references, the resume reviewer may call one of the references to learn more about a candidate thus giving that candidate the edge in the hiring process.

What Employers Look For

Hiring mistakes are costly to law firms. Considerable time, energy and money goes into training any new employee. If that employee leaves before training costs are recouped, the firm has lost money. Given these risks, employers approach hiring cautiously. The more you can do through your resume and the application process to reduce the perception of risk, the more likely you will be hired.

Law firms believe, the higher an applicant’s grades, the more likely the candidate will be to perform assigned tasks well and the less risk there will be in hiring. Law firms want law clerk candidates who can:

- perform assigned tasks
- grow to accept increasingly more complex tasks
- communicate so that assignments are understood and clarified as necessary
- demonstrate reliability in completing assignments on a timely basis

To show the ability to perform assigned tasks, indicate that a writing sample is available upon request or include one with the resume. Prove the ability to assume increased responsibility by discussing examples from prior employment or academic experiences. Show communication skill through a well-written resume and in a well-organized oral presentation when contacting the firm by telephone. Demonstrate timeliness by responding to postings quickly, arriving for the interview on time or a few minutes early and sending thank you notes the day following the interview. These actions may separate you from other candidates.

See the sample résumé and checklist on page 6.

Financial Aid News

Reauthorization of federal financial aid programs has created sweeping changes in rules for eligibility, etc. Until we receive the correct overviews from the printers, the following changes should be noted:

1. All students who will be twenty-four years of age by 12-31-87, are now considered independent. Younger students are generally considered independent when they are not claimed as exemptions by their parents.

2. Eligibility for the Guaranteed Student Loan Program is now limited to those who show need regardless of income. The GAPSFAS is required as well as the loan application.

3. Annual loan and cumulative loan maximums have been increased as follows: NDSL (Perkins) Maximum $18,000; GSL up to $7500 per year, Maximum $54,750 for all loans; Supplemental Loans (PLUS/ALAS) up to $4000 per year, Maximum $20,000.

4. Most working students and/or students with working spouses will need to use one of three loans which are not income-contingent: Supplemental Loan (see details above);

GradEd loan - $7500 per year Maximum $15,000; Law Access Loan - $10,000 per year, Maximum $30,000. Total aggregate debt in all programs $60,000.
Résumé Preparation Checklist
1. Include name and complete current address.
2. If you plan to return to your home outside the Cleveland area following graduation include permanent address.
3. Always list a telephone number where an employer can reach you. If you can take calls at work, include a business telephone number.
4. Use headings to organize information. The most common are: Legal Education, Pre-Legal Education, Legal Experience, Pre-Legal Experience, Military Experience, Personal Interests. Always list information within headings in reverse chronological order.
5. Cleveland-Marshall College of Law is the official name of your law school. Remember that it is hyphenated.
6. List the month and year of anticipated graduation. This tells an employer how many months you are eligible to work prior to graduation.
7. Give an indication of grades or class rank if you are in the top half of the class. This can be expressed by fraction (top half of class); by percentage (top 40 percent); by number (class rank 15/155) or by grade point average (3.02). Use the method that represents your academic record in the best-possible light.
8. Grade point average and class rank must be accurate. Use current grade report or check with the registrar (LB 119) to confirm. Express grade point average to the hundredth, i.e., 3.05. DO NOT ROUND UP. The Office of Career Planning periodically reviews resumes for accuracy.
9. List Honors in order of importance. If an honor is not clear, describe it. Don't list “McCarthy Award.” Do list “McCarthy Award for outstanding oral advocacy in Spring Moot Court Competition.” If on Law Review, you may wish to include your note topic as a springboard for discussion. If you receive the highest grade in your section of a class, you may be an American Jurisprudence Award winner. Check with the registrar (LB 119) to confirm.
10. List law school activities. Show leadership by listing elected positions. Demonstrate interests through organization participation. Please note that if selected to join Law Review on the basis of writing competition, Law Review is listed as an “Activity” rather than an “Honor.”
11. List undergraduate and other graduate schools attended. Include college name, degree earned, date of degree, major and minor. List activities and honors and describe internships, cooperative education experiences and/or any thesis completed. Include grades and/or class standing if above 3.00.
12. Include legal employment, research assistantships and judicial externships under “Legal Experience” heading. Do not include legal secretarial under this heading. Describe responsibility including legal experience.

RICHARD S. ABRAM

Local Address
2688 Mayfield Road #19
Cleveland Heights, Ohio 44110
(216) 397-0072

Permanent Address
2066 Tendlehurst Blvd.
South Euclid, Ohio 44121
(216) 382-6229

LEGAL EDUCATION
Cleveland-Marshall College of Law
Cleveland State University, Cleveland, Ohio
Candidate for Juris Doctor Degree, May 1986

PRE-LEGAL EDUCATION
The Ohio State University, Columbus, Ohio
Bachelor of Science, Natural Resources, March 1983
Major: Economics and techniques of forest-products marketing and manufacturing. This program had a strong minor in business with work in economics, statistics, accounting, finance, marketing, computer science, management principles and personnel management. Course of study also included a sound foundation in forest resource management and environmental protection.
Internship: Management Trainee (June 1982 - August 1982)
Boise-Cascade Corp., Houston, Texas. Responsible for learning all aspects of distribution center's operation including sales, accounting and inventory management; received excellent evaluations.

LEGAL EMPLOYMENT
Lizbeth A. Moody, Professor of Law, Cleveland-Marshall College of Law,
September 1985 - Present.
Research Assistant: Currently involved in short-term problematic research assignments, as well as projects targeted at in-depth scholarly articles. All work is done in the area of corporate law.
Law Department, Cleveland Board of Education, Cleveland, Ohio
Law Clerk: Majority of work involved time critical research and preparation of argumentative pleadings, two of which have been submitted to the Supreme Court of Ohio; researched and prepared memoranda as applied to constitutional issues and various labor arbitrations; responsible for gathering factual data with respect to certain employee grievances. This work experience emphasized the following areas of law: contracts, constitutional law, administrative law, employee relations (labor law and arbitration).
Means, Bichimer, Burkholder & Baker, Cleveland, Ohio
Law Clerk: Responsibilities included research and preparation of memoranda as applied to various types of personal injury claims against public schools; arranged, interviewed and prepared statements of fact witnesses.

PRE-LEGAL EMPLOYMENT
Summer 1984
Camp Adanac, Evansville, Ontario Canada
Waterfront Director at Canadian northwoods camp.

Spring -
Scandinavian Health Spa/Beachwood Municipal Pool,
Summer 1983
Cleveland, Ohio
Employed as instructor at both facilities.

Summer 1980
Quarry Park Pool, South Euclid, Ohio
Manager: Supervised, trained and evaluated a staff of 20 employees.

COMMUNITY SERVICE
Volunteered over 600 hours with the American Red Cross.

REFERENCES AND WRITING SAMPLES AVAILABLE UPON REQUEST
THE GAVEL

The Résumé Checklist

continued from page 6

issues researched, types of legal documents drafted and related activities such as interviewing clients, attending depositions or representing clients at Workers' Compensation hearings.

13. As you describe Pre-Legal Experience, emphasize responsibilities transferable to the practice of law: research, writing, analysis and organization. Examples include:

"researched tax regulations and advised clients in preparing compliance reports."
or
"drafted employee handbook."
or
"analyzed manufacturing methods and recommended re-tooling as necessary."
or
"organized daily operations for a 12 employee shift in a fast food operation."

14. Take credit for your part in employers successes:

"During tenure, sales increased by 27 percent."
or
"This branch office twice recognized for excellence in customer service."

15. Take credit for individual awards or contribution to employer's success.

"Named employee of the month five times."
or
"Promoted three times to manage progressively larger stores."

16. If Pre-Legal employment has no relation to law, be brief in describing the experience: "Lifeguard and swimming instructor." is sufficient.

17. If a veteran, name branch and dates of service, final rank, and geographic location. Name schools attended and give brief description of responsibility.

18. Personal Interests, if you use this heading, should tell the employer something about you not included elsewhere in the résumé. If you're competitive, describe sports activities. Show a high level of commitment by describing accomplishments such as a black belt in Karate or work as a professional musician. If your interests do not tell the employer anything new about you, it may be best to eliminate this category.

19. If you choose to use a "Special Skills" heading, select skills an employer can utilize. Computer familiarity is useful to a firm with a computerized research system. Proficiency in a foreign language can be appreciated by a firm with an immigration or international practice. Avoid listing skills that have no relation to law.

20. Use references that can make a difference in the hiring process. A law professor can give information about your legal skills. A former employer can describe your work habits and attitude. Never use relatives and always ask permission from anyone you plan to use as a reference. Three is the standard number of references necessary.

21. Do not use personal pronouns. I, my, etc. The employer knows you wrote the résumé.

22. Have résumé typed on the best typewriter available. The quality of reproduced résumés is directly related to the quality of the original.

23. Have résumés reproduced on good quality paper with a high cotton fiber content. White, cream, beige and light gray are the most commonly used colors. Avoid dark paper colors as they make the résumé difficult to read.

24. Observe the résumé approval process outlined on page 10. Only students with approved résumés may participate in On-Campus Interviews.

25. Resumes must always be error-free. No misspellings or grammatical errors should appear on the final copy. You are responsible for insuring that your résumé is perfect.

Compiling Placement Statistics

Each year the Office of Career Planning compiles placement statistics for graduates. Using surveys completed by students, hiring trends and salaries can be tracked. The 1986 statistics are being completed now and will be available in late March.

This surveying process is important. As students report salaries for example, the College can track high, low and average starting salaries for various employers, or employer categories. Students negotiating salaries find this information critical to their salary negotiations.
The Importance of Cover Letters

A cover letter is an applicant's initial contact with a prospective employer. As such, it should be well written and organized, serve as a preliminary writing sample and most important, it should motivate the employer to interview the applicant. Most cover letters will be in response to an advertisement or job posting. Respond to all points in the advertisement in exactly the order asked for. Provide salary information when requested.

Cover letters may be "cold", i.e. not in response to a job posting or advertisement. Applicants are contacting an employer to express an interest in the firm and establish whether or not an opening exists. The best approach with these cover letters is to approach only those firms whose practice matches personal interests, abilities and skills. The Martindale-Hubbell Law Directory and personal contacts including other law students and recent graduates are valuable resources for identifying such firms.

All cover letters must be original, be addressed to a specific individual and mention the firm name in the body of the letter. Form letters rarely receive any serious consideration.

Some General Rules Pertaining To Cover Letters
1. Each letter should be individually typed.
2. Use good quality paper (8 1/2 x 11).
3. Conform to accepted business letter form at all times.
4. Make sure all spelling and punctuation are correct.
5. The letter should be addressed to a specific individual.
6. The letter should not exceed one page.
7. Indicate a specific interest in the company.
8. Always hand sign each letter using black ink.
9. Cover letters should always accompany a resume.
10. Copy every letter you send and maintain a file of all correspondence.

Content of The Cover Letter
Included is suggested formula for your letter of application or cover letter. However, create your letter in your own words. When answering an advertisement, cover all the points requested in the advertisement, in exactly the order asked for.

Other Types Of Letters
A. Follow-Up Letters
These letters are to remind a prospective employer of your interest in making your career with his/her firm. A week to ten days is considered an appropriate time following the interview for writing this type of letter.

The contents of follow-up letters should include:
1. Thanks for the interview and a statement as to the place, date and job for which you were interviewed.
2. Reiterate your interest in the job and in the firm.
3. Additional details you wish to add to your application, clarifying data or questions.
4. Close with a suggestion for further action.

B. "Stall Letters"
These letters are written when you definitely decide to decline an offer from an employer. Such letters should include:
1. Appreciation for the offer. State the position you were offered.
2. Give your reason as sufficiently as you can.
3. Appropriate statement to keep the door open for some possible future contact.

C. Rejection Letters
These letters are written when you definitely decide to decline an offer from an employer. Such letters should include:
1. Appreciation for the offer. State the position you were offered.
2. Give your reason as sufficiently as you can.
3. Appropriate statement to keep the door open for some possible future contact.

D. Acceptance Letters
These letters give the greatest pleasure and satisfaction and indicate that your job campaign has been successful.
1. Write as soon as you decide to accept the offer.
2. Never accept the offer with the intention of breaking the employment contract if a better position should come along.

continued on page 9

The Fun Has Begun!
Come in for a variety of scrumptious goodies morning, noon or night. Daily Specials
Happy Hour
Present this ad for a FREE SOFT DRINK
with any food purchase

Becky's Downtown
Across From Krenzler Field
1762 E. 18th St. • 621-0055 FREE PARKING
Homage To The Constitution

By Richard Loiseau
Philadelphia, summer 1787.

It was gruesomely hot. In the Assembly Room of Independence Hall were gathered representatives of twelve states to discuss the future of young America. The tight clothes and heavy wigs they were wearing magnified the intensity of the heat. To make matters worse, Rhode Island representative did not come. But nothing could stop them. The future of America was at stake. There was a sense of history in the making. Only one thing was important: cease the time and instill blood into the veins of this young nation. When it was all over, four months and many heated debates later, America was blessed with the framework of its Constitution. Life, as a concept, was redefined and freedom of speech and religions was given whole new meanings. The world would never be the same again.

An American export
The novelty and scope of the U.S. Constitution did not go unnoticed to many foreign countries. While it brought hope to Europe’s royal subjects it also caused sleepless nights to a whole succession of princes and kings. The ideas expressed in the Constitution threatened to undermine the status quo so beneficial to the few in power. Now 200 years later, American influence, through its Constitution, has not diminished. Today, only a handful of nations are without some form of written charter. A few countries in the Pacific established Supreme Courts modeled after the American version. Some European countries have created special tribunals empowered to resolve constitutional issues. Since WWII there has been an increasing acceptance worldwide of courts with power to invalidate unconstitutional laws. Interestingly, many modern constitutions have gone beyond the American model by including rights to shelter, job, and medical care. Unfortunately, the courts have been unable to enforce them. Therein lies the difference between the US Constitution and
Cleveland-Marshall is unique among Ohio's nine law schools in maintaining a résumé approval Program. This Program requires students to submit résumés to the Office of Career Planning for review.

The Program has two purposes. Student and Career Planning counselor work together to insure the student represents credentials in the best possible light and that the résumé is error-free.

Employers note the difference between Cleveland-Marshall and other law school résumés. At the 1986 Ohio Law Placement Consortium, an employer said, "I can always pick out the Cleveland-Marshall students' résumés. They're the ones that are well-organized, readable and accurate. What a difference that makes in evaluating credentials."

Below is a flow chart that outlines the résumé approval process. First year students need to begin the process immediately to be in a position to begin interviewing for summer law clerking positions.

### Résumé Approval Process

<table>
<thead>
<tr>
<th><strong>Steps to follow if . . .</strong></th>
<th><strong>you do not have an approved resume on file in the Office of Career Planning</strong></th>
<th><strong>you do have an approved resume on file in the Office of Career Planning</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick up Placement Handbook in LB 120</td>
<td>Update your previously approved resume in draft form</td>
<td>Update your previously approved resume in draft form</td>
</tr>
<tr>
<td>Prepare a rough draft resume following suggestions in Placement Handbook</td>
<td>Submit rough draft to Career Planning Secretary</td>
<td>Submit rough draft to Career Planning Secretary</td>
</tr>
<tr>
<td>Make an appointment with the Career Planning Secretary; submit rough draft resume at this time</td>
<td>Pick up your rough draft resume from Secretary in one-two days</td>
<td>Pick up your rough draft resume from Secretary in one-two days</td>
</tr>
<tr>
<td>After appointment . . . Make necessary corrections</td>
<td>TYPE IN FINAL FORM</td>
<td>TYPE IN FINAL FORM</td>
</tr>
<tr>
<td>Submit resume to Career Planning Secretary</td>
<td>Submit five copies of resume and signed Release Authorization Form to Secretary</td>
<td>Submit five copies of resume and signed Release Authorization Form to Secretary</td>
</tr>
<tr>
<td>Pick up resume from Secretary in one-two days</td>
<td>YOU NOW HAVE AN &quot;APPROVED RESUME&quot;</td>
<td>YOU NOW HAVE AN &quot;APPROVED RESUME&quot;</td>
</tr>
</tbody>
</table>

### Judicial Externship/Judicial Clerkship

Most Cleveland-Marshall students overlook Judicial Clerkship positions when considering post graduation employment opportunities. A Judicial Clerkship is an outstanding placement as it gives students a unique opportunity to observe and participate in the judicial decision-making process; advanced training in research and writing and a second chance at gaining entry into a large firm practice.

Large firms actively recruit Judicial Clerks at the end of their one or two year terms. In recent years, Cleveland-Marshall alums have left clerking positions to join Thompson, Hine and Flor; Jones, Day, Revis and Pogue; Porter, Wright, Morris and Arthur; The Sherwin Williams Company and other well known firms.

Students apply for Judicial Clerkships up to a year in advance of graduation. A Judicial Clerkship Handbook outlining application procedures is available to interested students in the Office of Career Planning LB120.

An increasing number of Cleveland-Marshall students are exploring the Judicial Clerk career option by participating in Cleveland-Marshall's Judicial Extern Program. This program allows students to clerk for a judge while in school and earn ten hours of academic credit. A number of students who participated in the Judicial Extern program were hired as Judicial Clerks upon graduation.

Students wishing to participate in the Judicial Externship Program this summer should contact Associate Dean David Forte by February, 1987. June, 1987 is the deadline for fall, 1987 and October, 1987 is the deadline for Spring, 1988.

See also related story on page 13
The Interview and Your Appearance

Women

For several years it was difficult to separate the women from the men in the way they dressed for interviews. Fortunately, women have now discovered that they can look like women and be lawyers at the same time. With this new freedom, came new responsibility in selecting appropriate dress for interviews. The trick is to dress with authority while maintaining a feminine appearance. Here are a few suggestions for projecting a professional image.

DO wear a suit. The jacket should always match the skirt in fabric and color. Avoid extremes; a long jacket and short skirt or a short jacket with an ankle length skirt look out of proportion. Select solid colors. Navy, camel, black, brown and gray are the most frequently worn colors.

DO wear a solid color blouse that complements the suit. Avoid bright colors and patterned blouses. Feel free to accessorize the blouse with a single piece of tailored jewelry or a floppy bow tie in a muted color and pattern.

DO select wrinkle-resistant fabrics. When buying a suit or blouse, wrinkle a section of the garment in a tightly held fist. When you release the fabric, see if it returns to its original shape.

DO work with an experienced tailor to get the proper fit. Tight suits accentuate the heavy figure and a loose fitting suit emphasizes the thin figure.

DO wear pumps that are comfortable and have a 1" to 2" heel. Sandals, open-toed shoes and sling back pumps are inappropriate for business dress.

DO choose a top coat that fits well and extends beyond the length of all your suits. Make sure the top coat sleeve extends beyond the suit coat sleeve. Leave scarves and hats at home as they become only more items to juggle once you reach the firm.

DO carry a briefcase filled with extra résumés and writing samples. Leave handbags, books, and backpacks in your locker. At least one large Cleveland firm discourages its female attorneys from carrying handbags.

DO wear plain hosiery to complement your outfit. Colored or patterned stockings are inappropriate.

DO carry an extra pair of stockings during the interviewing season.

DO wear a conservative hairstyle. Keep bangs trimmed and hair away from your face. Interviewers like to see who they're talking to. Avoid bows and decorative clips in hair as well.

DO keep nails medium length and well groomed. Wear clear polish.

DO NOT overpower your appearance with heavy perfume or excessive jewelry.
Alumni Association Is on the Move

By Ray Weiss
Law Alumni Coordinator

The Cleveland-Marshall Law Alumni Association has come a long way in the past few years. With the help of a full-time coordinator, increasing membership and dedicated trustees and volunteers, we are able to better organize the office, implement new programs, offer additional benefits and build our scholarship fund.

Recent additions to alumni benefits include a fine discount disability insurance program, a discount life insurance program, bank card at discount rates, and a reduced-price membership in the Cleveland State University "Gym Dandy" health club.

We are in the planning stages of an alumni endowment program that will directly benefit the college. And, we're about to publish an up-to-date alumni directory.

On February 20, the Association sponsored a Tax Seminar in conjunction with the Internal Revenue Service. Students were allowed to sit in for free. In March, we will host a Student Happy Hour in the Atrium — free beer, wine & cheese for all. Alumni of the Year Awards and the first LEXUS Award for Distinguished Faculty Writing will be presented at the Annual Recognition Luncheon on April 10 at the Bond Court Hotel. Members enjoy reduced prices.

Why join the Association? Most alumni feel a sense of pride in their college and want to be a part of its continued growth and success. Association members enjoy a professional camaraderie with other local members at social and educational functions. Introductions and new friendships are satisfying and often mutually beneficial, especially to new attorneys with an eye to future success.

Honoring The Constitution

continued from page 9

Others. America gives life to the ideas entrusted in its Constitution. Best of all, America gives them teeth.

Challenges ahead

America's original sin, slavery, has been washed. US Const. amends. XIII, sec.1. Voting rights have been granted to every citizen, males or females, blacks or whites. US Const. amends. XV, XIX, XXVI. The country that has accomplished so much in such a relatively short period of time has yet a lot more to conquer. The notion of equality between sexes and races has yet to be fully implanted in people's minds. The plight of the poor and homeless has to be reckoned with through some degree of government involvement. Technological breakthroughs continue to raise new constitutional issues. The task ahead seems enormous but the accomplishments are even more impressive, thus inspiring confidence into the next century. Two hundred years have already passed and America has weathered successfully a host of social, economic and cultural changes. Freedom is today more than ever synonymous to America. The checks and balances between the three branches of the government continue to function. Two hundred years have passed and still no 'martial law', no 'state of emergency'.

Your Interview Appearance

continued from page 11

Your dress shirt always appears crisp.

DO wear a long-sleeved shirt. To show a clean cuff is a must.

DO select a top coat that is comfortable. The sleeve of the top coat should cover the sleeve of the suit.

DO wear freshly polished shoes. Wing tips and oxfords may be conservative but then so are most interviewers.

DO wear a belt that matches your shoes. Suspenders and the "no belt" look are on their way out.

DO wear executive length dark socks that stay up.

DO select a tie that coordinates with suit and shirt. Muted colors, small patterns, and good taste are always in vogue. Bow ties and clip-on ties are inappropriate for interviewing.

DO keep hair short and nails clean and neat.

DO NOT wear a sportscoat to an interview. You wouldn't wear a three piece suit to the golf course, neither should you wear sporty clothes to an interview.

DO carry a brief case filled with writing samples and extra résumés. Leave books and backpacks in your locker.

DO look at what the interviewers are wearing. That's how they would expect a member of their firm to dress. If you walk into an interview dressed exactly like the interviewer, you're doing something right.

Of course, members also receive a subscription to Law Notes Newsletter, a membership card that allows them use of the law library after graduation, substantial discounts on seminars and social events, and free admission to the Annual Meeting and Open House. And, the good news is membership dues are discounted for the first-four years to give you a break while you work on your career. The first year is only $5.00.

Please consider membership in the Law Alumni Association as you approach graduation. There are opportunities to become involved in Alumni Association while you are still a student, too. Contributions for Law Notes are welcome. Feel free to visit the Alumni Office, located in Room 41 inside the Legal Clinic.
THE GAVEL

Experiences as a Judicial Clerk

By Mary Pat DeChant

A judicial clerkship is an alternative to the traditional employment opportunities facing a law school graduate that is worth exploring. The experience gained from working as a judicial clerk varies depending upon the court system involved, the judge for whom one would be clerking, and the level of the court.

A judicial clerk aids his or her judge in fulfilling the judge's duties and obligations. At the appellate level, when the briefs are in and the case is assigned for oral argument, the law clerks for those judges then have access to the record of the case and the briefs. It is the responsibility of the law clerk to review the briefs and transcripts in their entirety. Cases cited by counsel have to be researched as to whether they support the proposition set forth by counsel. This invariably leads to cases not cited by counsel, which is also the responsibility of the law clerk to research.

After the law clerk has made a complete review of the case, he then prepares a memorandum for the judge. The judge has his or her own set of briefs which he reviews along with the record. The law clerk and judge will then review the case together, time permitting. If not, the judge goes over the case with the law clerk after the oral argument.

The judge does not expect a law clerk to be a "yes person." A law clerk's conclusions and interpretations of cases will, at times, differ from the judge's.

There are definite benefits to being a judicial clerk upon graduation. Generally, one is continually exposed to all areas of the law. (Working for a judge in a special area of law, such as a bankruptcy court judge or domestic relations court judge, would not have this extensive a benefit.) In addition, one encounters the dynamics of the court system. A judicial clerk learns the court's procedures and learns what the court is looking for. A clerk can learn the tremendous value in writing a clear brief, how to preserve the record and the importance of local rules. It is a unique experience to see how a court operates and to remove some of the mystification and fears in dealing with the court system.

From my knowledge and experience, each judge hires his or her own prospective clerks. The procedure in applying for a clerkship and any accompanying deadlines depends upon the court and/or the particular judge involved. Federal judges, for example, most often hire approximately a year before the clerk would begin to work.

Because the judicial clerkships available are limited, judges can be selective. Most often, their clerks have excelled scholastically and have shown demonstrable ability by being on moot court or law review. Research and writing skills are a must.

What is required in applying for a clerkship varies: It would be beneficial to contact either the particular judge you are interested in applying with (usually the judge's secretary), the court system, or the placement office to determine what is required. Similar to other employment opportunities, a prospective employee may need to send a resume, writing sample, transcript and list of references.

The placement office can suggest and provide ways to learn the names and locations of the judges. Seeking a judicial clerkship can necessitate, as with any other employment opportunity, extensive preparation. From my own personal experience, it is worth the time and effort involved.

Legal Clinic to Close

By Doug Davis

After a successful run of about 15 years, Cleveland-Marshall's Legal Clinic will shut down at the end of this semester.

This closing started last semester when new cases were no longer accepted in anticipation of the Clinic closing. The decision to close down has been ongoing for about 2 years, said Dean Robert L. Bogomolny. The final decision was made this fall. Faculty meetings, committee meetings and meetings with students culminated in the decision.

Student representatives are present at all of those meetings, Bogomolny said. Students were called in; Clinic students and SBA representatives.

SBA representatives on the Clinic committee, "might suggest they were surprised," but a lack of communication and student turnover on those committees probably accounted for this view, Bogomolny said. Continuity is missing. The in-house Clinic will be shut down, but this does not mean a discontinuation of clinical education at Cleveland-Marshall. The Fair Employment Practice Clinic, Street Law and Judicial Externship programs remain intact.

The Clinic was modeled on a small law office format, according to outgoing director Professor Steven H. Steinglass. He liked the format because he was able to keep one foot in the Clinic and one foot in a more traditional legal education. Other law schools do not work like this one did, Steinglass said. Some hire staff attorneys; others do no client work at all.

Outside lawyers don't work out too well, Bogomolny said, because they can't afford to put enough time into it. "It's not like coming in and teaching one class," he said. The in-house Clinic gave a unique teaching opportunity with live clients. "There only certain things that happen with live clients," Bogomolny added.

A group of students made up of clinic students and SBA representatives did try and keep the clinic from closing. They investigated similar clinics at Akron University and Case Western Reserve. The one in Akron is quite dynamic and heavily involved in Akron, Canton, Mansfield, Summit and Mahoning counties, said third-year student Jill Lange. Lange is working to close the remaining cases.

The group also sent letters to all faculty and alumni. Two letters were returned from the faculty, Lange said. Petitions were to be distributed, but it never happened. The students who were most active have now graduated, she said.

continued on page 14

continued on page 15
THE GAVER

The Judicial Clerkship Experience

continued from page 13

A clerkship provides one with the opportunity to view the work produced by various law firms and individuals. Because a clerkship usually involves extensive research and writing, it improves both skill areas.

Besides all the advantages to a clerkship, there are possible disadvantages. A clerk may be viewed as not being within the mainstream of legal practice. After a year, the same issues may come up again and again. The legal analysis involved is the same, and the facts just vary. Some clerks have described the work as becoming routine over time.

Judicial clerkships may involve a considerable amount of independent analysis and decision-making. Before applying for a clerkship, research what would be required in working for a particular judge. In addition, explore who the judge is, his personality and his idealistic and realistic views. Read some of the judge's opinions and talk, if possible, with the judge's present clerks. Make the present clerks aware of your interest in a judicial clerkship; they may be aware of an opening.

Above all, as part of your employment search, know yourself and your goals for your legal career. Because your work and the demands expected of you may vary, knowing yourself can eliminate a possible frustrating experience. Some clerks have daily contact and discussions with their judges about their case load; others do not. Some judges are didactic and provide guidance throughout the process; others teach by providing guidance after the clerk has completed the initial memorandum. In addition, working for a federal district judge can result in a different experience than working for a state appellate judge.

A judicial clerkship usually lasts for a two-year period. Traditionally, clerkships begin in the late summer/early fall following one's graduation. Again, this can differ. Clerkships are available at every court level within the state and federal court systems. This also includes clerking for a magistrate at the federal level. To get a view of what a full clerkship would involve, Cleveland-Marshall College of Law offers an externship program within the court systems. For details, contact the office of Dean Forte.

BREAKING THROUGH THE SILENCE

By Julie McGorry

She calls deafness the invisible handicap. Cleveland attorney Nancy Leibold is committed to assisting the area's deaf population deal with the complexities of the legal system.

In her third year of private practice, Leibold is the only attorney in Northeast Ohio who knows sign language. The bulk of her clientele are deaf people who, without her help, might otherwise have difficulties dealing with legal matters. Leibold is a 1982 graduate of the Cleveland-Marshall College of Law.

Deaf people are often misunderstood and mistreated by law enforcement officers and the courts, according to Leibold. Those who consult her for legal advice find it much easier to explain their situation because it's like talking to a friend rather than talking to a lawyer through a formal interpreter, she explained.

Prior to her work as an attorney, Leibold taught deaf children in Texas for three years. She earned her education degree at Kent State University, but received no formal training in sign language. Leibold was determined to learn the skill.

The accepted teaching method now is a combination of lip-reading and sign language, according to Leibold. 

"Lip-reading is an important skill to learn but you can't depend on it totally," she said. Only one-third of speech sounds are visible on the lips. Leibold had a roommate and colleague who taught her sign language, and the two practiced frequently. In addition to teaching, she took several part-time jobs as a free-lance interpreter through the local hearing and speech deaf services program. Leibold's free-lance interpreting covered a variety of situations: five Texas colleges, job interviews, television news, and the courts.

She was continually "on call" for any other interpreting jobs that came up. But it was that experience in the Texas courts that led to her interest in helping the deaf by practicing law.

"I knew I wanted to go to graduate school, but I was undecided on what area to study," Leibold explained. "I thought about fields where I could use my experience with the deaf. I wanted to somehow make their lives easier."

"After working as an interpreter in the courts, I saw a great need for assisting the deaf in the courts and decided law was the path to take."

A native Cleveland, Leibold left Texas for home and entered Cleveland-Marshall College of Law in 1979.

"There were no specific courses at Cleveland-Marshall, or any law school, that included working with the deaf in law. But the advisors at Cleveland-Marshall were helpful and encouraging in finding courses and suggesting programs that applied to my interests," Leibold explained.

The College of Law offered one clinic — the Street Law Program — that allowed Leibold to work with the deaf while receiving academic credit. She taught a law course to students in the deaf program at Beachwood High School.

In addition to her studies at Cleveland-Marshall, Leibold's busy schedule included working at a local law firm and acting as an interpreter to a deaf CSU student.

"I would attend his classes, interpret for him, then go to my own classes," she said.

After obtaining her law degree, Leibold found job hunting difficult. She spent six months interviewing for jobs and working as a free-lance interpreter for the deaf before she landed her first case.
Moody divided her Committee into Task Forces. The goals of the task forces is to plan a program of activities which will not only appeal to diverse groups in the community but which will also involve as many members of the legal profession as is possible.

Moody noted that the Committee has invited representatives of interested groups to join in our meetings and in our activities.

Committee member and coordinator for the Task Force on History and Personalities of the Constitutional Convention is Judge William K. Thomas. Judge Thomas has written a digest about the Madison papers, which the Bar Association distributed to its members. Students who wish to obtain a copy of the special edition may do so by contacting the Cleveland Bar Association.

Legal Clinic to Close Its Doors

continued from page 13

Bogomolny denied a rumour that no money was available to continue to run the program. "There was no reason to change the program as long as the faculty wanted to continue," he said. The majority of faculty members involved with the clinic said they wanted to pursue other things. It is fair to allow faculty members to direct their activities elsewhere, he said. "No money is being saved. We still have the same number of full-time faculty."

The college is pursuing other externship programs where students will be placed in law firms and supervised either by attorneys or college faculty. An advocacy program based on simulation is being developed by Professor Jack Guttenberg, Bogomolny said.

Guttenberg is designing a series of problems dealing with the adversary system. We'll have expanded opportunity to get very good training. Students will be able to come to Cleveland-Marshall and be very well trained for future litigation, Bogomolny said.

There will probably be a larger offering of classes based on clinical practice. Simulation in advocacy will open new ground for training. "If other things develop as expected, the school will be a much stronger institution," Bogomolny said.

The Clinic was never strictly intended to be a service agency. It was designed for quality education making well-trained lawyers, Bogomolny said.

The closing "will have some impact but severe is well overstated," Bogomolny said. Our emphasis has been to take a small number of cases for educational experience with tight control by faculty members, he added. The poor are so badly under represented, it is a shame to lose the small number of cases we handled.

Professors are the ones who take the cases for pedagogical cases, Steinglass said.

Clients had better representation because students work very hard, are conscientious and generally a small case load allows the in depth work, Steinglass said. Real firms can't afford the time. We wanted to make sure the services delivered were of the highest quality, Steinglass said. Students generally put in 20-25 hours per week for 8 credit hours. "Some put in a lot more time than this," he said.

Some clients were referred by the legal aid society. People called or even walked in. The clients did not have to be indigent; most couldn't afford legal service from private practices. The person who could afford was the exception.

People often made donations after the case. They were generally very pleased with the work, Steinglass said.

Kathie Risteen, office manager for the Clinic said the Clinic averaged about 40 cases per semester. However, many of these cases lasted from one semester to another. Jill Lange just finished a divorce case that started two semesters ago.

The Clinic had opportunities for students to get practical "lawyering" experience. Although this particular practical experience will no longer exist at Cleveland-Marshall, clinical education will continue.
"TRY OUR NEW FRESHLY BAKED BREAD & SAVE SOME DOUGH."

The biggest, freshest sandwiches are now even fresher - served up on freshly baked bread. And at $1.00 off they are a big value.

COUPON $1 OFF COUPON

at University Circle
11332 Euclid Avenue
Cleveland, Ohio 44106

at 1725 Euclid Ave.
Playhouse Square

The Fresh Alternative

SUBWAY® Sandwiches & Salads

Offer Expires June 17, 1987